

Town of Milton  
115 Federal Street  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)  
Phone: 302-684-4110  
Fax: 302-684-8999

**AGENDA**  
**Milton Town Council Meeting**  
**Grace Church Fellowship Hall, 512 Union Street**  
**Monday, June 15, 2020**  
**5:00pm Executive Session; 6:30 pm Regular Meeting**

**PLEASE NOTE – AS PERMITTED BY GUBERNATORIAL AUTHORITY, IN ORDER TO LIMIT THE RISK OF POTENTIAL COVID-19 EXPOSURE, THERE SHALL BE LIMITED ENTRY TO THE TOWN COUNCIL MEETING. THE PUBLIC IS ENCOURAGED TO PARTICIPATE IN THE COUNCIL MEETING EITHER BY ATTENDING OR CONNECTING ELECTRONICALLY. FURTHER INSTRUCTIONS ARE LISTED AT THE BOTTOM OF THIS AGENDA.**

1. Call to Order
2. Roll Call
3. Additions or Corrections to the Agenda
4. Agenda Approval
5. Executive Session:
  - a. Discussion of the content of documents, excluded from the definition of "public record" in § 10002 of this title where such discussion would disclose the contents of such documents
  - b. Strategy sessions, involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, when an open meeting would have an adverse effect on the bargaining or litigation position of the public body
  - c. Personnel matters in which the names and abilities of an individual employees are discussed
6. Discussion and possible vote on Executive Session items
7. Moment of Silence
8. Pledge of Allegiance to the Flag
9. Nomination and confirmation of Vice-Mayor, Secretary, and Treasurer
10. Certificates for Years of Service
11. Lifetime Volunteer and Citizen of the Year Awards
12. Public Participation
13. Requests for removal of items from the Consent Agenda
14. Approval of the Consent Agenda on the following items:
  - a. Written Committee Reports
  - b. Written Department Reports: Town Managers Report, including the Administrative, Code Enforcement, Police, Project Coordinator, and Public Works Department Reports
  - c. Finance Report, and Statement of Revenues and Expenditures for March and April 2020
  - d. Minutes: November 7, 2019, January 21, 2020, February 3, 2020 and March 2, 2020

- c. Executive Session Minutes: February 3, March 2, 2020
  - f. Public Works job descriptions
  - g. Advisory report from the Planning and Zoning Commission on the application of Phoenix RHCS Holdings, LLC for rezoning of five parcels addressed as 423 Mulberry Street, 415 Mulberry Street, 413 Mulberry Street, 402 Reed Street, and 401 Reed Street, further identified as tax/map/parcels 235-14.19-31.00, 235-14.19-32.00, 235-14.19-43.00, 235-14.19-39.01, and 235-14.19-42.00; and for the proposed amendment to the Town comprehensive plan for the same parcels
15. Discussion and possible vote on items removed from the Consent Agenda
16. Old Business – Discussion and possible vote on the following item:
- a. Advisory report from the Special Review Committee on the annexation petition of Milton Attainable Housing, LLC for annexing six parcels located at the southwest corner of Broadkill Road and Country Road, said parcels identified as follows: 235-14.00-123.00 (24716 Broadkill Road), 235-14.00-123.01 (24700 Broadkill Road), 235-14.16-1.00, 235-14.16-2.00, 235-14.16-3.00, and 235-14.16-4.00; and for the proposed amendment to the Town comprehensive plan for the same parcels; consideration of Resolution 2020-011 to forward Planning and Zoning Commission for an advisory report.
17. New Business – Discussion and possible vote on the following items:
- a. Appointments and reappointments of boards, commissions and committees
  - b. Fiscal year 2020 budget review and amendment, also including the Police Department rank structure and Town pay scale
  - c. Request from the Milton Chamber of Commerce to close a portion of Magnolia Street August 22<sup>nd</sup> & August 23<sup>rd</sup> for the Bargains on the Broadkill event
  - d. Resolution 2020-007 to schedule a public hearing on a proposed Zoning Code amendment regarding Chapter 220 of the Town Code, entitled “Zoning,” regarding the Mixed-Use Residential and Commercial (MURC) District.
  - e. Resolution 2020-008 to schedule a public hearing on a proposed Zoning Code amendment regarding Chapter 220 of the Town Code, entitled “Zoning,” regarding the Limited Light Industrial Use (LLI) District
  - f. Resolution 2020-009 to reschedule a public hearing on a proposed Zoning Code amendment regarding Chapter 220 of the Town Code, entitled “Zoning” regarding the Marine Resources Use (M-R) District. This public hearing was originally scheduled for April 6, 2020
  - g. Resolution 2020-010 to reschedule a public hearing on the application of Phoenix RHCS Holdings, LLC for rezoning of five parcels addressed as 423 Mulberry Street, 415 Mulberry Street, 413 Mulberry Street, 402 Reed Street, and 401 Reed Street, further identified as tax/map/parcels 235-14.19-31.00, 235-14.19-32.00, 235-14.19-43.00, 235-14.19-39.01, and 235-14.19-42.00; and for the proposed amendment to the Town comprehensive plan for the same parcels
  - h. Ordinance 2020-001 to amend Chapter 85 of the Town Code entitled “Building Construction” related to building construction permits
18. Adjournment

Pursuant to 29 Del. C. § 10004(e) (2), Agenda items as listed may not be considered in sequence. This Agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the Meeting. Pursuant to 29 Del. C. § 10004(e) (4), this Agenda was prepared and posted by the Town Clerk on June 8, 2020, at 4:45pm.

**-MEETING INSTRUCTIONS-**

Milton Town Council is holding this meeting under the authority issued by Governor John C. Carney through Proclamation No. 17-3292. The meeting will be conducted in person and by teleconference technology.

To join the meeting via phone, please dial:

Dial -in Number: (425) 436-6360      Passcode: 500943  
Or

Video and Screen Sharing:

Online meeting ID: tqass

Online meeting link:                    <https://join.freeconferencecall.com/tquass>

Members of the public joining the meeting on the phone will be provided an opportunity to make comments under the Public Comment section of this agenda only.

If any member of the public would like to submit comments electronically, please feel free to send them to [krogers@ci.milton.de.us](mailto:krogers@ci.milton.de.us). All comments shall be submitted by 4:30 P.M. on Friday June 12, 2020.

'Restrictions are being implemented to limit the exposure and risk related to "COVID-19" for Town personnel and members of the public who seek to attend the Town Council Meeting. **Facial coverings will be required as well as practicing social distancing and the use of hand sanitizer at the door upon entry.** These decisions are being made under the authority issued by Governor John C. Carney through Proclamation No. 17-3292. See: <https://governor.delaware.gov/proclamation-173292-03132020/>.



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April 3, 2020

To: Mayor and Town Council  
From: Kristy Rogers, Town Manager  
Re: March Report



To follow is a summary of administrative highlights:

- Attended the Water-Meter test bench demonstration by the Public Works Department.
- Assisted with coordination of the Annual Election; was present for the absentee ballot process and closing of the polls on Election Day.
- Attended Women Leading Government meeting.
- Listened to White House briefing on Coronavirus.
- Attended and participated in the weekly Special Review Committee meetings related to the annexation petition submitted by Milton Attainable Housing, LLC.
- Met with Greg to review and finalize first quarter water billing discrepancies.
- Conference call with representatives of Verizon on status of cell tower.
- Due to COVID-19 declarations, utility account disconnect process was cancelled; also deferred the addition of penalty and interest on tax and utility accounts for duration of State of Emergency.
- Developed and issued staff telework notice and guidelines.
- Developed and issued COVID-19 employee wellness policy.
- Met with contractor to obtain quote for Town Hall lobby security improvements.
- Participated in weekly municipal phone conferences with the Governor's office related to Coronavirus.
- Met with and completed personnel documentation for the newly hired police officer recruit.
- Attended police department staff meeting.
- Met with Town Engineer on the status of projects.
- Continued organization and oversight of Town projects and administrative matters, and meetings with town supervisors and staff.
- Posted agendas and items to the Town website as needed.

## Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – Construction began February 3<sup>rd</sup>. All seems to be going well and as planned.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification. There are four ordinances being finalized relating to zoning and subdivision codes; once completed by the Planning and Zoning Commission, they'll be placed on the Town Council agenda. The first ordinance related to the Marine Resource District was scheduled on the March 2<sup>nd</sup> agenda.

- Wagamons Water Main Extension – Waiting for certifications and confirmation of as-builts; verifying easement and main locations.
- Shipbuilders Well and Treatment Facility – Advertisements for bid began on February 26th. Pre-bid is March 6<sup>th</sup> and bid opening is scheduled for April 15th.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Pennoni is finalizing a task order to proceed with design plans, specifications, and permitting. A letter requesting State of Delaware Bond Bill funding was submitted.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation are deferred until State of Emergency has concluded.
- Purchasing Procedure – Ad-Hoc Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Capital purchase policy and procedure - Finance Committee is preparing and will forward to Mayor and Town Council once complete. A draft has been prepared and will be put to “test” during the six-month budget review process.
- Community Impact Fee Study – The fee study is in progress and it’s anticipated to have a draft for review any time.
- Atlantic Avenue (from Union Street to Country Road) and Chestnut Street (from Front Street to Coulter Street) water main, valve, corporation and town service line replacement - The Town was awarded the USDA grant for the preparation of the planning and project engineers report. Grant work is complete and both reports have been submitted to USDA for review.
- Atlantic Street water main upgrades – Final engineer design plans are in progress.
- Information technology and cyber security assessment – Final report complete; will be working with the Town’s Information Technology manager to develop needed policies and procedures. I will continue to review recommendations and implement what is achievable by Milton.
- ADA Transition Plan and Self-Assessment Report - coordinating efforts with University of Delaware, Center for Transportation, for assistance and development of required plans. Funding was approved in the FY2019 Town budget and being carried into FY2020.
- Homeland Security Grant - for security improvements in the Lobby area at Town Hall: grant received, but have not started design plans. Anticipated to begin design in February.

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April 3, 2020

To: Mayor and Town Council  
From: Stephanie Coulbourne, Town Clerk  
Re: March Administrative Report

In addition to administrative functions, below are highlights completed by staff for the month of March:

- Set up for municipal election
- Opened and closed town hall for the municipal election
- Processed affidavits and issued absentee ballots
- Maintained records and secured absentee ballots returned to Town Hall
- Assisted the Board of Elections and the Election Officers with the 2020 Municipal Election
- Registered 35+ eligible voters
- Secured meeting rooms and posted agendas for Town Council, Special Review Committee, Water Committee, Streets Committee and Board of Elections.
- Attended Women Leading Government meeting in Georgetown
- Completed FOIA request regarding neighboring properties of Dexter annexation
- Prepared Town Council packets
- Administrative staff attended one session of the 2020 Delaware Municipal Clerks Institute
- Prepared Water disconnect for delinquent accounts- suspended due to COVID-19
- Prepared Public Hearing notices for Marine Resources District and Phoenix Holdings
- Listened in on several conference calls from Governor Carney and the White House regarding COVID-19
- Prepared Town Hall and staff on changes to address COVID-19
- Prepared orders of hand sanitizers from Dogfish Head Brewery for the Public Works Department and Town Hall staff.
- Searched all avenues for supplies and safety items to protect staff from COVID-19
- Answered correspondence and questionnaires from local municipalities regarding the COVID-19 process within neighboring towns
- Processed accounts payable checks on a weekly basis
- Continued with records retention project and preparing documents for Delaware Public Archives
- Continued organization and oversight of Town administrative matters





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March 31, 2020

To: Mayor and Town Council

From: Robert Wilson, Code Enforcement Officer

Re: Code Department Monthly Report

Attached you will find a report containing the majority of the duties performed by the code enforcement officer for the month of March, 2020. I am able to elaborate on any, and all, of the duties that are present in this report, if necessary.

Please feel free to contact me if there are any questions and/or comments.



## C.E. MONTHLY REPORT – MARCH 2020

<b><u>Permits Issued:</u></b>	106 Lake Dr.	Solar Panels
	6 The Center	New Docking Surface with Drainage
	311 Union St.	Paver Walkway
	424 Mulberry St.	Pole Sign
	215 Chandler St.	Paver Patio
	203 Lavinia St.	Boring New Cable Service
	201 Mill Pond Ave.	Build Roof, Screen & Landing on Deck
	128 W. Shore Dr.	Finish Basement & Build Deck
	318 Mariners Cr.	Split-Level Deck & French Door
	218 Lantern Ln.	Single Family Dwelling
	208 Ridge Rd.	Demolition of Silo
	205 Federal St.	Fence
	205 Union St.	Fence
	227 Milton-Ellendale Hwy.	Temporary Pole Sign
	102 Federal St.	Upgrade Existing Patio Railing
	112 Chestnut St.	Demolition of Shed
	308 Grist Mill Dr.	Fence
	112 W. Shore Dr.	Screen Porch Repairs & Alterations
	415 Hemlock St.	Adding Bathroom & Renovations
	112 Arch St.	Paver Patio Tear Up & Re-Lay
	109 Mermaid Ln.	Fence
	209 Chandler St.	Finish Basement
	412 Sussex St.	Utility Pole Replacement & Line Bore
	208 Village Center Blvd.	Placement of Rollback Dumpster
	103 Genoa Ln.	Fence
	304 Collins St.	Single Family Dwelling
	609 Bennett St.	16' x 24' Addition to Home
	415 Hemlock St.	Fence
	411 Hemlock St.	Fence
	311 Mill Pond Ave.	Single Family Dwelling
	313 Mill Pond Ave.	Single Family Dwelling
	315 Mill Pond Ave.	Single Family Dwelling

## C.E. MONTHLY REPORT – MARCH 2020

317 Mill Pond Ave.            Single Family Dwelling  
319 Mill Pond Ave.            Single Family Dwelling

- **Issued 24 Certificates of Occupancy**

<b><u>Violations:</u></b>	Unregistered Vehicle	1
	Junk	6
	Floodplain Management	1
	Vehicles & Traffic	1
	Working Without Permit	3
	Working Without Bus. Lic.	1
	Sign in Right of Way	7
	Building Construction	1
<b><u>Certified Letters Mailed:</u></b>	Unregistered Vehicle	1
	Junk	6
	Floodplain Management	1
	Vehicles & Traffic	1
<b><u>Business Licenses Issued:</u></b>	Commercial Contractor	1
	Residential Rental	5
	Residential Contractor	22
	Professional Services	2
	Realtor	2
	Eating Est.	1
	Kiosk	2
	General Services	2

**3/3/20** – Spoke with contractor about building inspection questions.

**3/3/20** -- Spoke with realtor about setbacks.

**3/9/20** -- Spoke with resident about demolition permit inquiry.

**3/11/20** – Spoke with realtor about town code for fence installation.

**3/13/20** – Spoke to property owner regarding details of new home permit.

## **C.E. MONTHLY REPORT – MARCH 2020**

- 3/16/20** – Spoke with contractor with permit and business license questions.
- 3/16/20** – Spoke to property owner regarding permit questions.
- 3/16/20** – Spoke to Survey Company about setbacks and R-3 zoning.
- 3/18/20** – Spoke with contractor regarding building permit process.
- 3/18/20** – Spoke with resident about Town Code pertaining to noisy animals.
- 3/24/20** – Spoke with resident regarding accessory structure setbacks.
- 3/30/20** – Spoke with resident about obtaining a permit for a rollback dumpster.

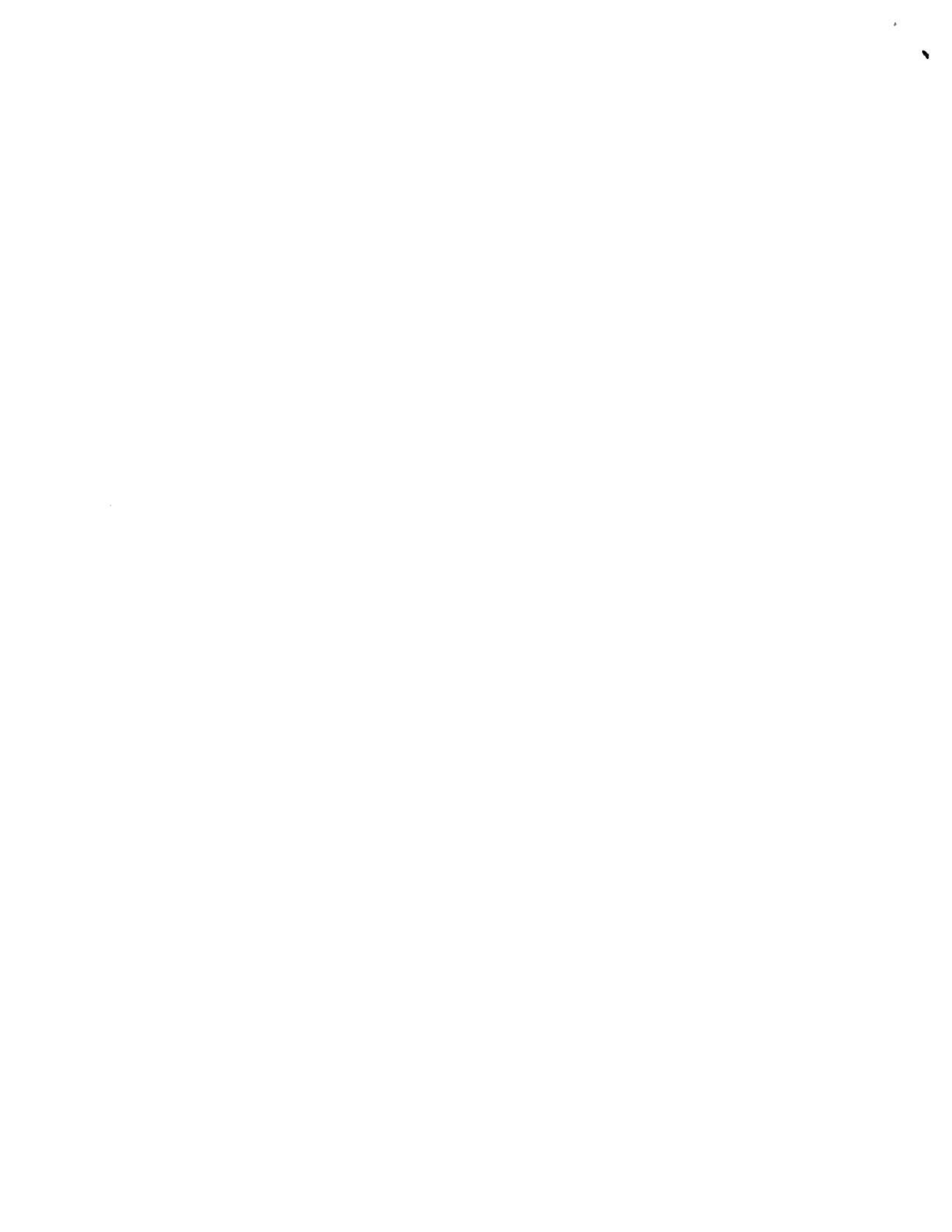




# Milton Police Department Monthly Report

## March 2020

Submitted by Capt. Derrick L. Harvey





# MILTON POLICE DEPARTMENT



*PRIDE*

*INTEGRITY*

*Capt. Derrick L. Harvey*

*101 Federal Street • Milton • Delaware • 19968*

*Phone: (302) 684-8547 • Fax: (302) 684-8046*

## MILTON TOWN COUNCIL MEETING

**Wednesday, April 01, 2020**

### POLICE REPORT FOR THE MONTH OF MARCH 2020

TOTAL COMPLAINTS	97
TOTAL CHARGES FOR THE MONTH(criminal + traffic)	45
ADULT ARRESTS	18
JUVENILE ARRESTS	4

### COMPLAINTS

ACCIDENTS	2
DUI	1
DOMESTICS	2
ASSIST OTHERS AGENCIES	22
OTHERS, CPC, ESCORTS	70
TOTAL COMPLAINTS FOR MONTH	97

### PATROL DATA, DOOR CHECKS, MAN HOURS

VEHICLE PATROL HOURS	423
INVESTIGATION / MISC HOURS(AOA,PAPERWORK,ETC)	260.5
FOOT PATROL HOURS	40.5
TOTAL MAN HOURS	724
PROPRTY DOOR CHECKS	127
TOTAL MILEAGE FOR MONTH	3,513

### CRIMINAL CHARGES



MISDEMEANER	8
Local Fugitives	9
FELONY	0
TOTAL	18

TRAFFIC CHARGES

Various Traffic Violations	27
TOTAL	27

WARNINGS	16
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PERSONNEL AS OF THIS REPORT

0	CHIEF
1	CAPTAIN
0	LIEUTENANT
0	SERGEANTS
0	DETECTIVE / SGT.
0	CORPORALS
2	PATROLMAN FIRST CLASS
2	PATROLMAN
1	RECRUIT/CADET
1	ADM. ASST. TO POLICE DEPT.

*Derrick L. Harvey*

Derrick L. Harvey  
Acting Chief of Police

Date Submitted: 04/01/2020



# MILTON POLICE DEPARTMENT



*Capt. Derrick L. Harvey*

*101 Federal Street • Milton • Delaware • 19968*

*Phone: (302) 684-8547 • Fax: (302) 684-8046*

## **Monthly Highlights**

March 2020

Administrative attended new grant systems training.

Provided safety and security to St. Patty's Day Parade.

Hired recruit to attend DSP Academy to fill open officer position.

Placed order for two vehicles funded by grants.

3/5/2020 Captain attended Public Health Conference Covid-19

Acquired conference calling system to interact with staff remotely.

New health and safety measures implemented in station.

Updated daily uniforms worn by officers.

K-9 officer attended special training.

Two officers attended self-defense and officer safety class.

Received new state of the art fingerprint kits provided by grant.



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April 2, 2020

To: Mayor and Town Council

From: John R. Collier

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 2/25/2020 – 3/31/2020

- The Planning and Zoning Commission continues to work on new section of Code in response to the certification of the Town of Milton's 2018 Comprehensive Plan. They continue to conduct a monthly workshop to complete the task. New Code regarding Mixed Use designation vetted by the Commission and is ready to be forwarded to Mayor and Town Council. Marine Resources District Code vetted and is on the March Council Agenda for scheduling of the Public Hearing. Limited Light Industrial is being formulated by Planning and Zoning.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answer various inquiries of Commission and Board members, Town Council, Staff and clients.
- Post pertinent documents to Town's Website as required.
- Attend Town Council, Historic Preservation Commission, Planning and Zoning Commission, Board of Adjustment and Staff Meetings as required.
- Draft letters of approval, notices of violation, and transcribed minutes for various Boards and Commissions.
- Compiled agendas and assembled informational packages for various Commissions and Boards. Meet with clients regarding application process, reviewed applications as needed.

- Review has been completed by Engineering and Legal. Final draft of new language of Chapter 188 Subdivision of Land. Completion of final draft is at 100%. The documents will be further reviewed in upcoming Planning and Zoning workshops. Once vetting is complete the document along with an advisory opinion will be forwarded to Mayor and Town Council.
- Submitted to Pennoni Associates for review preliminary site plan, Submission #4 for 110 Federal Associates for the parcel located at 110 Federal Street. Comments from that review have been returned to the applicant for consideration. Awaiting applicant's response to the review.
- Submitted to Pennoni Associates for preliminary review Cannery Village Phase IV. Preliminary Subdivision approval was granted by Planning and Zoning on August 20, 2019. Awaiting submission of outside agency approvals.
- Submitted to Pennoni Associates for preliminary review on 4/29/19 Phase 6, Heritage Creek. Pennoni Associates have issued preliminary comments and awaiting response from applicant's engineering firm. Planning and Zoning issued preliminary approval with conditions. Awaiting delivery of and request for review preceding final approval.
- Submitted to Pennoni Associates for preliminary review on 5/23/19 Phase 7, Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued. Response has been received from applicant. Phase was scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued on 2/18/2020 and is awaiting submission of outside agencies as required for final approval and forwarding to Mayor and Town Council for their concurrence
- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 8A & 8B of Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued on 2/18/2020 and is awaiting submission of outside agencies as required for final approval and forwarding to Mayor and Town Council for their concurrence.
- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 9 of Heritage Creek. Review has been placed on hold by request of the applicant.
- Tidewater Environmental Services has applied for and received special permitted use as required by Code for the proposed Wastewater Treatment Plant. Preliminary site plan comments have been issued by Pennoni Associates and are awaiting response from the applicant



- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.
- Met virtually with the Preliminary Land Use Service (PLUS) regarding 3 proposed map amendments to the Comprehensive Plan maps for Milton Attainable Housing LLC, the Dexter property at the intersection of SR 5 and SR 16 and the possible rezoning for Phoenix Holdings on Mulberry Street. The Town reserved the right to withdraw any of these map amendments pending approval of Mayor and Town Council. Comments will be available 4-23-2020.



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**To: Mayor and Council**

**From: Greg Wingo, P.W.S.** *Greg Wingo*

**Re: March Monthly Report**

**Date: February 28, 2020**

## Water Department

Daily tasks are as follows: well checks and lab work, meter readings for settlements, maintenance on water meters, locates for water mains and service lines for Miss Utility of Delmarva (locate tickets), inspections of all water equipment in Treatment Plants, Pump Houses and Water Towers. Weekly tasks are as follows: chlorine testing town wide, well depths, flushing program for all dead end water mains and blow offs, valve exercise program on water main street valves, inspection on all water department tools and equipment. Monthly tasks include water sampling town wide, along with special water sampling town wide, ordering of supplies and cleaning buildings. Other tasks are installing new water meters and performing inspections on new meter pits and service lines, fire hydrants, curb valves, curb boxes and water mains. I have been reviewing plans, helping with the development and design of future water infrastructure, working with the town engineers on projects, working with the water committee, meeting with residents, Council members, engineers, developers, Town Manager, working with P.W. Staff with day to day operations and regarding projects for the water system. This month training has consisted in fire hydrant repairs, water meter repairs and service connection tie ins.

- Hydrant Flushing Program: We've been flushing hydrants as needed to move water around and exercise the fire hydrants. We've flushed all blow offs and four fire hydrants.



- Wagamon's Water Main Ext. Project – Currently, the Town and the Towns Engineers have reviewed the documentation that the Contractor has submitted on January 23, 2020. A request has been sent to the Contractor to get a signed copy of the horizontal and vertical drillings. The Town has hired an outside locating company to mark out the water line, this has been completed. At this time I believe it is in the Towns Solicitors hands.
- Shipbuilders Treatment Facility – We have finished the review and all comments have been addressed. This project is ready to go out to bid. We have put this out for bid.
- Replacing out Water Meters – We've been replacing and repairing meters as they go bad. This month I have been able to rebuild twenty five water meters. This is an ongoing project that will continue.
- Water Leaks – 112 Betts St. has a leak in the crawl space, waiting on plumber, talked with owner and they are having problems getting a plumber, I told them they need to get this fixed asap or the water will need to be turned back off, this is a very small leak at the harp, owner is working on getting the plumber, (this is still an ongoing issue) 203 Walnut St, service line leaking in the roadway in 2 spots, P.W. had to excavate roadway to patch both leaks, found an old galvanized service line, P.W. will be installing a new tap and service line at this location, scheduling issues to make the install has been difficult because of man power and weather issues, this work is scheduled for completion in March, (P.W. was unable to get this completed and will be on schedule for April)
- Atlantic Ave and Chestnut St. Water Main Replacement Project: Plans have been completed and sent off to USDA for funding.
- Atlantic Street Water Main Upgrade – Plans are completed other than working on the area of installation for the upgraded water main. We are trying to find out about a force main that Tidewater says they have already installed on the South Side in the Right of Way. I have discussed with the Engineers from Tidewater and they have sent me a plan on the proposed force main but have not seen an approved plan. I have discussed with DelDot and they do not show any permits issued



for this work. I am still investigating so we can determine on the locating of the new water main install.

### **Street Department**

Street daily, weekly and monthly tasks include cleaning storm drain grates, picking up trash, sweeping the curb line, replacing and repairing signs and post, emptying trash receptacles, cold patching, submitting street light repairs to Delmarva Power and repairing street lights owned by the Town. Below are a few projects P.W. have worked on. This month's training has been on emergency traffic procedures.

- New Sign's Town Wide – Public Works is currently working on upgrading signs. This project is moving along good and will be a continuing project.
- Storm Drain Repairs – This past month we've had to clean out two boxes on Chestnut St. and Atlantic Ave. We are currently having to remove leaves, dirt and trash in gutter pans. P.W. cleans all grates at least one time a week and more if needed. P.W. has cleaned the storm grates this month on six different occasions.
- Nellie Ln/West Shore Dr. – Storm Drain Pipe is spread apart from the Box. This project is scheduled for March. (P.W. Staff did not get to this project this month)
- Curb Line Clean up – Public Works Staff is currently cleaning up the curb line that consist of trimming back limbs and bushes and also sweeping the curb line picking up dirt. We are trying to focus on the gutter pans to keep them clean, because we do not have a sweeper and it's very difficult to keep up with by using push brooms and shovels.
- Chestnut Crossing – We've had a meeting with the Developer to discuss what's needed and to let him know we will help him through the process and answer all questions. We are waiting on his response.





- Merriweather Sub-Division – Almost all repairs have been addressed from SCD Punch List. The Developer still needs to address the water services, street lighting and pavement. The Developer is hoping to have everything completed by this summer. Status is the same.
- Sidewalks Town Owned – Public Works staff have been making repairs on all sidewalks. This is a continuing project.
- Sidewalks town wide – I am currently working on the list so mailing can be sent out. At this time I have been directed to hold off on sending letters.
- Magnolia St. Parking Lot – We are working to find funding and move this project forward.
- Front Street Road, Curbing, Drainage & ADA Ramps Project – The Towns Engineer is currently working on the plans for this project. I have marked out with paint where the pipes come out to the river.

### **Parks Department**

Public Works has been very busy cleaning up all the parks. Daily, weekly and monthly task include picking up trash, checking all electric outlets, breaker boxes, performing playground and equipment inspections, trimming limbs, pulling weeds in flower beds, planting, inspecting plaques and checking pots out.

- Rails to Trails – This project is moving along good. The grubbing, stone base and timber removal of the bridge has been completed. Contractor is working on grading the path.
- All Parks – P.W. Staff have been cleaning up all the Town owned parks.



Other Jobs; safety meetings, set up and take down Council, P & Z. Board of Adjustments, H.P.C and special meetings, performing maintenance on all town owned buildings, cleaning shop area up, hauling brush, concrete and asphalt out of shop, inspections on sidewalks and making repairs, scheduling repairs of equipment and servicing equipment, cleaning Town Hall, etc..



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May 5, 2020

To: Mayor and Town Council  
From: Kristy Rogers, Town Manager  
Re: April Report

To follow is a summary of administrative highlights:

- Conducted Swearing-in of Councilmembers Baty and Meredith.
- Continued participation in weekly municipal calls with Governors office relating to Coronavirus.
- Teleconference with Senator Coons relating to CARES Act funding for governments.
- Kick-off teleconference relating to the Water Asset Management Grant; began transfer of records.
- Kept Town Website up to date with Coronavirus information from CDC, government agencies, and utility providers.
- Researched and provided information, reviewed reports, and completed applicable funding application sections related to the Drinking Water State Revolving Fund ("DWSRF") submission for consideration of funding for the next watermain upgrade project, which is Atlantic Avenue, portion of Chestnut Street, and portion of Atlantic Street.
- Listened to White House briefings on Coronavirus.
- Continued participation in municipal calls with Dr. Tam, President and CEO of Beebe Healthcare, related to Coronavirus measures/preparedness of the hospital and its staff.
- Began preparation of FY20 six-budget review for presentation to Town Council.
- Participated in a town managers teleconference with IPA on continuing to offer trainings and suggestions of topics.
- Viewed two webinars conducted by IPA on various topics of "Continuing Local Government in the Time of Crisis".
- Teleconference with Town Engineer and Town Staff on comments of Town Code Chapter 220 revisions.
- Attended bid opening for Shipbuilders Treatment Facility; participated in multiple conversations related to opened bids and strategized on re-bidding the project.
- Viewed ICMA webinar on "Workplace Conduct".
- Met with Town Engineer on the status of projects.
- Continued organization and oversight of Town projects and administrative matters, and meetings with supervisors and staff members.
- Posted agendas and items to the Town website as needed.

Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – Construction began February 3<sup>rd</sup>. A few supply delays have been experienced due to COVID. It's not expected to delay the project from being complete mid-June.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification. Ordinances waiting for Town Council process are: Marine Resource District, Limited Light Industrial, and Mixed Use Zoning.
- Wagamons Water Main Extension – No changes; town is trying to finalize documentation and extended easement.
- Shipbuilders Well and Treatment Facility – Bid opening occurred. Only received two bids; both were more than double loan balance for the project. Discussed and reviewed strategies for re-bid with Pennoni, Mr. Wingo, and representatives of DWSRF.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Pennoni has presented a task order to proceed with design plans, specifications, and permitting; under review. Waiting on State of Delaware Bond Bill request, which will not be known until the FY21 State budget is enacted.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation will be once State of Emergency has concluded.
- Purchasing Procedure – Ad-Hoc Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Capital purchase policy and procedure - Finance Committee is preparing and will forward to Mayor and Town Council once complete. A draft has been prepared and will be put to “test” during the six-month budget review process.
- Community Impact Fee Study – The fee study is in progress; still waiting for a draft report to review.
- Atlantic Avenue (from Union Street to Country Road) and Chestnut Street (from Front Street to Coulter Street) water main, valve, corporation and town service line replacement - The Town was awarded the USDA grant for the preparation of the planning and project engineers report. The Preliminary Engineers’s Report (PER) and Environmental Report (ER) were accepted by USDA. Town is permitted to apply for project funding.
- Atlantic Street water main upgrades – Final engineer design plans are in progress; Mr. Wingo met with Town Engineer and DelDOT to determine water main alignment.
- Information technology and cyber security assessment – Final report complete; will be working with the Town’s Information Technology manager to develop needed policies and procedures. I will continue to review recommendations and implement what is achievable by Milton.
- ADA Transition Plan and Self-Assessment Report - coordinating efforts with University of Delaware, Center for Transportation, for assistance and development of required plans. Funding was approved in the FY2019 Town budget and being carried into FY2020.
- Homeland Security Grant - for security improvements in the Lobby area at Town Hall: grant received, but have not started design plans. Met with contractor to obtain quote and design.

# Town of Milton

115 Federal Street  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

Fax: 302-684-8999

May 1, 2020

To: Mayor and Town Council  
From: Stephanie Coulbourne, Town Clerk *(Signature)*  
Re: April Administrative Report

In addition to administrative functions, below are highlights completed by staff for the month of April:

- Canceled meeting rooms and posted the cancelation of town meetings on town website and town bulletin board due to COVID-19.
- Completed four FOIA requests inquiring about Milton Fire Department's construction project and the Shipbuilders Well and Water treatment bid opening
- Mailed a letter to Seascapes Property Management regarding trash service at the Heritage Creek Clubhouse
- Participated on weekly conference calls from the White House, Governor Carney and Beebe Healthcare regarding COVID-19
- Searched all avenues for supplies and safety items to protect staff from COVID-19
- Distributed orders of hand sanitizers from Dogfish Head Brewery and handmade cloth masks for the Public Works Department and Town Hall staff.
- Posted COVID-19 updates on the Town website
- Answered correspondence and questionnaires from local municipalities regarding the COVID-19 process within neighboring towns
- Completed six month budget review
- Submitted monthly pension contributions for all employees
- Transcribed March Town Council minutes
- Processed accounts payable checks on a weekly basis
- Continued with records retention project and preparing documents for Delaware Public Archives
- Processed requests from mortgage companies seeking tax and utility balances for new purchases or refinances
- Processed payments for tax and utility accounts
- Updated voter registration list
- Continued organization and oversight of Town administrative matters





*Town of Milton*

*115 Federal St  
Milton, DE 19968*



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*Fax: 302-684-8999*

April 30, 2020

To: Mayor and Town Council

From: Robert Wilson, Code Enforcement Officer

Re: Code Department Monthly Report

Attached you will find a report containing the majority of the duties performed by the code enforcement officer for the month of April, 2020. I am able to elaborate on any, and all, of the duties that are present in this report, if necessary.

Please feel free to contact me if there are any questions and/or comments.



## C.E. MONTHLY REPORT – APRIL 2020

<u>Permits Issued:</u>		
	206 Chestnut St.	Replace Boards on Porch
	112 Nellie Ln.	Standby Home Generator
	317 Mariners Cr.	Deck
	41.22 Acre Carey Proper	Fence
	414 Conwell St.	Fence
	122 Horton Ln.	Paver Patio
	127 Carriage Dr.	Paver Patio
	110 Broad St.	Rollback Dumpster
	107 Front St.	Install Fiber Optic Cable
	136 N. Spinnaker Ln.	Shingle Replacement
	402 Rudder Ln.	Fence
	317 Mill St.	Driveway
	307 Valley Rd.	Detached Garage & Driveway
	207 Federal St.	Addition
	101 N. Spinnaker Ln.	Shed
	216 Ridge Rd.	Street Closure
	405 Atlantic Ave.	Windows & Door Replacement
	203 Federal St.	Exterior Molding Replacement

- **Issued 11 Certificates of Occupancy**

<u>Violations:</u>		
	Working Without Permit	7
	Sign in R.O.W.	2
	Hours of Construction	1
	Limbs Over Sidewalk	1
	Grass Height	47
	Unregistered Vehicle	1
	Zoning Activities	2
	Fence Installed Face-in	1
	Fallen Tree	1
	Foundation Drainage	1

<u>Certified Letters Mailed:</u>		
	Limbs Over Sidewalk	1
	Grass Height	39

## C.E. MONTHLY REPORT – APRIL 2020

Zoning Activities	2
Unregistered Vehicle	1
Work w/o Permit	1
Foundation Drainage	1

### **Business Licenses Issued:**

Residential Contractor	9
Commercial Contractor	2
Professional Services	7

**4/9/20** – Spoke with resident about accessory structure setbacks and town code pertaining to fences at an intersection.

**4/9/20** -- Spoke with resident about building permit application questions.

**4/14/20** – Spoke to a resident with a building permit question.

**4/14/20** – Spoke with resident about building permit process regarding a fence.

**4/20/20** – Spoke to resident about permit details and HPC review process.

**4/21/20** – Spoke with resident about setbacks for accessory buildings in R-3 zoning.

**4/27/20** – Spoke to contractor about permit for driveway and retention wall.

**4/28/20** – Spoke to resident regarding shed and fence permit details.



# Milton Police Department Monthly Report

## April 2020

Submitted by Capt. Derrick L. Harvey



# MILTON POLICE DEPARTMENT



*PRIDE*

*INTEGRITY*

*Capt. Derrick L. Harvey*

*101 Federal Street • Milton • Delaware • 19968*

*Phone: (302) 684-8547 • Fax: (302) 684-8046*

## MILTON TOWN COUNCIL MEETING Friday, May 1, 2020

### POLICE REPORT FOR THE MONTH OF APRIL 2020

TOTAL COMPLAINTS	97
TOTAL CHARGES FOR THE MONTH(criminal + traffic)	25
ADULT ARRESTS	18
JUVENILE ARRESTS	0

### COMPLAINTS

ACCIDENTS	2
DUI	
DOMESTICS	5
ASSIST OTHERS AGENCIES	19
OTHERS, CPC, ESCORTS	86
TOTAL COMPLAINTS FOR MONTH	91

### PATROL DATA, DOOR CHECKS, MAN HOURS

VEHICLE PATROL HOURS	432
INVESTIGATION / MISC HOURS(AOA,PAPERWORK,ETC)	199
FOOT PATROL HOURS	91
TOTAL MAN HOURS	722
PROPRTY DOOR CHECKS	272
TOTAL MILEAGE FOR MONTH	3,304

### CRIMINAL CHARGES

MISDEMEANER	5
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Local Fugitives	12
FELONY	1
TOTAL	18

**TRAFFIC CHARGES**

Various Traffic Violations	7
TOTAL	7

WARNINGS	22
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**PERSONNEL AS OF THIS REPORT**

---

0 CHIEF

1 CAPTAIN

0 LIEUTENANT

0 SERGEANTS

0 DETECTIVE / SGT.

0 CORPORALS

2 PATROLMAN FIRST CLASS

2 PATROLMAN

1 RECRUIT/CADET

1 ADM. ASST. TO POLICE DEPT.

**Derrick L. Harvey**

Derrick L. Harvey  
Acting Chief of Police

Date Submitted: 5/1/2020



# MILTON POLICE DEPARTMENT



*Capt. Derrick L. Harvey*

*101 Federal Street • Milton • Delaware • 19968*

*Phone: (302) 684-8547 • Fax: (302) 684-8046*

## **Monthly Highlights**

April 2020

Implemented 100% staff daily wellness checks for health and wellness of staff

Successfully located and acquired PPE for officer safety needs.

Implemented a daily building check of all closed town business

Staff volunteered time for Sunday food service for citizens

Conducted checks on business for compliance with Executive orders

Attended first all virtual staff meeting from the officers' issued laptop

Conducts weekly decontamination for health of staff in station

Implemented decontamination of patrol vehicle after each public use

Received supply of PPE from the Delaware Division of Public Health

Named Safest City in the State of Delaware





# Town of Milton

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Phone: 302-684-4110

Fax: 302-684-8999

1 May 2020

To: Mayor and Town Council

From: Thomas R. Quass

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 4/1/2020 - 4/30/2020

- The Planning and Zoning Commission completed work on new section of Code in response to the certification of the Town of Milton's 2018 Comprehensive Plan. They continue to conduct a monthly workshop to complete the task. New Code regarding Limited Light Industrial designation vetted by the Commission and is ready to be forwarded to Mayor and Town Council. Marine Resources District, Mixed Use Residential and Commercial District, and Limited Light Industrial District awaiting scheduling of the Public Hearing. Revision of Chapter 188 of the Town Code is being formulated by Planning and Zoning.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answer various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- Attended virtual/electronic meetings of the Planning and Zoning Commission, and Staff Meetings as required.
- Draft letters of approval, notices of violation, and transcribed minutes for various Boards and Commissions.
- Meet with clients regarding application process, reviewed applications as needed.
- Attended various webinar training sessions for flood plain management.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.



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Phone: 302-684-4110

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**To: Mayor and Council**

**From: Greg Wingo, P.W.S.** *Greg Wingo*

**Re: April Monthly Report**

**Date: April 30, 2020**

## Water Department

Daily tasks are as follows: well checks and lab work, meter readings for settlements, maintenance on water meters, locates for water mains and service lines for Miss Utility of Delmarva (locate tickets), inspections of all water equipment in Treatment Plants, Pump Houses and Water Towers. Weekly tasks are as follows: chlorine testing town wide, well depths, flushing program for all dead end water mains and blow offs, valve exercise program on water main street valves, inspection on all water department tools and equipment. Monthly tasks include water sampling town wide, along with special water sampling town wide, ordering of supplies and cleaning buildings. Other tasks are installing new water meters and performing inspections on new meter pits and service lines, fire hydrants, curb valves, curb boxes and water mains. I have been reviewing plans, helping with the development and design of future water infrastructure, working with the town engineers on projects, working with the water committee, meeting with residents, Council members, engineers, developers, Town Manager, working with P.W. Staff with day to day operations and regarding projects for the water system. This month in house training has been consisted of pump maintenance and feed pump install. All scheduled classes have been canceled until further noticed.

- Hydrant Flushing Program: We've been flushing hydrants as needed to move water around and exercise the fire hydrants. We've flushed



all blow offs and four fire hydrants. P.W. has started inspecting hydrants.

- Wagamon's Water Main Ext. Project – Currently, the Town and the Towns Engineers have reviewed the documentation that the Contractor has submitted on January 23, 2020. A request has been sent to the Contractor to get a signed copy of the horizontal and vertical drillings. The Town has hired an outside locating company to mark out the water line, this has been completed. At this time I believe it is in the Towns Solicitors hands. No status to report.
- Shipbuilders Treatment Facility – All bids have been turned in and opened. We have been discussing the bids and cost to figure out how we need to move forward with this project.
- Replacing out Water Meters – We've been replacing and repairing meters as they go bad. This month I have been able to rebuild fourteen water meters. This is an ongoing project that will continue.
- Water Leaks – 112 Betts St. has a leak in the crawl space, waiting on plumber, talked with owner and they are having problems getting a plumber, I told them they need to get this fixed asap or the water will need to be turned back off, this is a very small leak at the harp, owner is working on getting the plumber, (this is still an ongoing issue that I have been talking with the property owner on) 203 Walnut St, service line leaking in the roadway in 2 spots, P.W. had to excavate roadway to patch both leaks, found an old galvanized service line, P.W. will be installing a new tap and service line at this location, scheduling issues to make the install has been difficult because of man power and weather issues, this work has been completed.
- Atlantic Ave and Chestnut St. Water Main Replacement Project: Plans have been completed and sent off to USDA for funding. The plans have been sent to other State organizations for approvals.
- Atlantic Street Water Main Upgrade – Plans are completed other than working on the area of installation for the upgraded water main. We are trying to find out about a force main that Tidewater says they have already installed on the South Side in the Right of Way. I have discussed with the Engineers from Tidewater and they have sent me a





plan on the proposed force main but have not seen an approved plan. I have discussed with DelDot and they do not show any permits issued for this work. I am still investigating so we can determine on the locating of the new water main install. P.W. has excavated to find the force main in two locations. I have set up a meeting with DelDot to ask if we can install the water main in the roadway now or if we need to move on the other side off the roadway.

### **Street Department**

Street daily, weekly and monthly tasks include cleaning storm drain grates, picking up trash, sweeping the curb line, replacing and repairing signs and post, emptying trash receptacles, cold patching, submitting street light repairs to Delmarva Power and repairing street lights owned by the Town. Below are a few projects P.W. have worked on. This month's in house training has been on cold patching and asphalt management. All outside classes have been canceled until further noticed. P.W. Staff have started spraying weeds on the roads. At this time, we have completed the town one time spraying curb to curb.

- New Sign's Town Wide – Public Works is currently working on upgrading signs. This project is moving along good and will be a continuing project.
- Storm Drain Repairs – This past month we've had to clean out seven boxes on Chestnut St., Federal St., Union St. and Atlantic Ave. We are currently having to remove leaves, dirt and trash in gutter pans. P.W. cleans all grates at least one time a week and more if needed. P.W. has cleaned the storm grates this month on six different occasions.
- Nellie Ln/West Shore Dr. – Storm Drain Pipe is spread apart from the Box. This project is scheduled for June. (P.W. Staff did not get to this project this month) With my staffing issues and work load I have pushed this repair for June.



- Curb Line Clean up – Public Works Staff is currently cleaning up the curb line that consist of trimming back limbs and bushes and also sweeping the curb line picking up dirt. We are trying to focus on the gutter pans to keep them clean, because we do not have a sweeper and it's very difficult to keep up with by using push brooms and shovels.
- Chestnut Crossing – We've had a meeting with the Developer to discuss what's needed and to let him know we will help him through the process and answer all questions. We are waiting on his response. No status update.
- Merriweather Sub-Division – Almost all repairs have been addressed from SCD Punch List. The Developer still needs to address the water services, street lighting and pavement. The Developer is hoping to have everything completed by this summer. Status is the same.
- Sidewalks Town Owned – Public Works staff have been making repairs on all sidewalks. This is a continuing project.
- Sidewalks town wide – I am currently working on the list so mailing can be sent out. At this time I have been directed to hold off on sending letters.
- Magnolia St. Parking Lot – We are working to find funding and move this project forward.
- Front Street Road, Curbing, Drainage & ADA Ramps Project – The Towns Engineer is currently working on the plans for this project. I have marked out with paint where the pipes come out to the river. The Towns Engineer, Mrs. Rogers and myself have discussed options for the drainage. Myself with the Towns Engineer have completed a site visit to look at the areas that I located pipes going to the river.

### **Parks Department**



Public Works has been very busy cleaning up all the parks. Daily, weekly and monthly tasks include picking up trash, checking all electric outlets, breaker boxes, performing playground and equipment inspections, trimming limbs, pulling weeds in flower beds, planting, inspecting plaques and checking pots out. Training for this month was proper handling of hand tools and gas tools.

- Rails to Trails – This project is moving along good. The grubbing, stone base and timber removal of the bridge has been completed. Contractor is working on grading the path.
- All Parks – P.W. Staff have been cleaning up all the Town owned parks.
- Parks – P.W. Staff has started weeding flower beds and tree wells in Memorial Park.

Other Jobs; safety meetings, performing maintenance on all town owned buildings, cleaning shop area up, hauling brush, concrete and asphalt out of shop, inspections on sidewalks and making repairs, scheduling repairs of equipment and servicing equipment, cleaning Town Hall, etc..



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Phone: 302-684-4110

Fax: 302-684-8999

June 1, 2020

To: Mayor and Town Council  
From: Kristy Rogers, Town Manager  
Re: May Report



To follow is a summary of administrative highlights:

- Conducted Swearing-in of Councilmembers Baty and Meredith.
- Issued information for coordination of open enrollment for employee benefits.
- Communicated and coordinated re-bid for Shipbuilders Water Treatment Facility.
- Submitted Outdoor Recreation Parks and Trails (ORPT) pre-application for grant funding consideration related to the Magnolia Street Drainage and Bulkhead project.
- Submitted annual Municipal Street Aid (MSA) documentation.
- Continued participation in weekly municipal calls with Governor's office relating to Coronavirus.
- Kept Town Website up to date with Coronavirus information from CDC, government agencies, and utility providers.
- Viewed Lieutenant Governors briefing on economic re-opening.
- Completed funding application through USDA for the next watermain upgrade project, which is Atlantic Avenue, portion of Chestnut Street, and portion of Atlantic Street.
- Listened to White House briefings on Coronavirus.
- Continued participation in municipal calls with Dr. Tam, President and CEO of Beebe Healthcare, related to Coronavirus measures/preparedness of the hospital and its staff.
- Viewed two webinars conducted by IPA on various topics of "Continuing Local Government in the Time of Crisis".
- Viewed ICMA coaching series webinar on "Management of Council-staff Relationships".
- Met with Town Engineer on the status of projects.
- Continued organization and oversight of Town projects and administrative matters, and meetings with supervisors and staff members.
- Posted agendas and items to the Town website as needed.

## Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – Construction began February 3<sup>rd</sup>. Supply delays were resolved and construction resumed. Project is expected to be complete mid-June.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification. Ordinances waiting for Town Council process are: Marine Resource District, Limited Light Industrial, and Mixed Use Zoning. Subdivision and Zoning Code revisions are under review by staff, then will be presented to P&Z. A utility/construction manual is also in draft form and being reviewed by Mr. Wingo.

- Wagamons Water Main Extension – No changes; town is trying to finalize documentation and extended easement.
- Shipbuilders Well and Treatment Facility – The two bids received in April were rejected. Plans and specifications were split into three separate bids in attempt to decrease project cost. Advertisements began on June 3<sup>rd</sup>. Bid opening is July 14<sup>th</sup>.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Pennoni has presented a task order to proceed with design plans, specifications, and permitting; under review. Waiting on State of Delaware Bond Bill request, which will not be known until the FY21 State budget is enacted.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation will be once State of Emergency has concluded.
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- Homeland Security Grant - for security improvements in the Lobby area at Town Hall: grant received, but have not started design plans. Met with contractor to obtain quote and design.



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Phone: 302-684-4110

Fax: 302-684-8999

June 5, 2020

To: Mayor and Town Council  
From: Stephanie Coulbourne, Town Clerk *StC*  
Re: May Administrative Report

In addition to administrative functions, below are highlights completed by staff for the month of May:

- Participated on weekly conference calls from the White House, Governor Carney and Beebe Healthcare regarding COVID-19
- Posted COVID-19 updates on the Town website
- Answered correspondence and questionnaires from local municipalities regarding the COVID-19 process within neighboring towns
- Participated in Florida Institute of Government Webinar classes
- Participated in IPA FOIA Training Webinar
- Attended Grant Writing USA online Training sessions
- Updated 911 address for Atlantic Street properties located within town limits
- Conducted a salary survey from local municipalities
- Researched and gathered pricing from a professional cleaning company in the event of a positive COVID-19 exposure
- Researched capital expenses for FY 2021
- Prepared draft FY 2021 budget for the Admin department
- Submitted monthly pension contributions for all employees
- Reviewed employment applications for Office Assistant/Receptionist position
- Processed accounts payable checks on a weekly basis
- Researched utility billing disputes
- Gathered expenses related to COVID-19
- Continued with records retention project and preparing documents for Delaware Public Archives
- Processed requests from mortgage companies seeking tax and utility balances for new purchases or refinances
- Processed payments for tax and utility accounts
- Updated voter registration list
- Continued organization and oversight of Town administrative matters



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May 31, 2020

To: Mayor and Town Council

From: Robert Wilson, Code Enforcement Officer

Re: Code Department Monthly Report

Attached you will find a report containing the majority of the duties performed by the code enforcement officer for the month of May, 2020. I am able to elaborate on any, and all, of the duties that are present in this report, if necessary.

Please feel free to contact me if there are any questions and/or comments.



## C.E. MONTHLY REPORT – MAY 2020

<b><u>Permits Issued:</u></b>		
	216 W. Shore Dr.	Deck
	207 Federal St.	Demolition of Addition
	301 Coulter St.	Roof Repair
	304 Holland St.	Asphalt Driveway Extension
	408 Pine St.	Storage POD
	335 Carlton Dr.	Paver Patio
	305 Brick Ln.	Paver Patio
	125 Ellison Dr.	Screened Porch Addition
	317 Valley Rd.	Add Gate to Existing Fence
	534 Union St.	Fence
	101 Church St.	Paver Patio
	101 N. Spinnaker Ln.	Demolition of Shed
	123 Tobin Dr.	Fence
	106 Main Sail Dr.	Shed
	240 Lantern Ln.	Concrete Patio
	302 Frederick St.	R/R Decking Boards & Railings
	112 Genoa Ln.	Fence
	807 Atlantic Ave.	Repair/Replace Roof Materials

- **Issued 18 Certificates of Occupancy**

<b><u>Violations:</u></b>		
	Working Without Permit	5
	Hours of Construction	3
	Grass Height	44
	Unregistered Vehicle	1
	Working Without Bus. Lic.	10
	Junk	1
	Trailers & Camping	1
	Sign in R.O.W.	1

<b><u>Certified Letters Mailed:</u></b>		
	Grass Height	33
	Unregistered Vehicle	1
	Junk	1
	Fallen Tree	1

## C.E. MONTHLY REPORT – MAY 2020

<b><u>Business Licenses Issued:</u></b>	Residential Contractor	10
	General Services	2
	Professional Services	8
	Kiosk	1
	Residential Rental	1

**5/4/20** – Spoke with property owner regarding R-1 corner lot setbacks.

**5/5/20** -- Spoke with resident about R-1 setbacks for addition of a porch.

**5/5/20** – Spoke with a resident about the building permit application process.

**5/11/20** – Spoke with resident about building permit process regarding a porch conversion to a bedroom.

**5/13/20** – Spoke to lawyer's office about R-1 setbacks.

**5/15/20** – Spoke with resident about permitting process for a shed.

**5/27/20** – Spoke to resident about what the town requires for exterior house painting in historic district.



**Milton Police Department Monthly Report**  
**May 2020**

Submitted by Capt. Derrick L. Harvey





# MILTON POLICE DEPARTMENT



*PRIDE*

*INTEGRITY*

*Capt. Derrick L. Harvey*

*101 Federal Street • Milton • Delaware • 19968*

*Phone: (302) 684-8547 • Fax: (302) 684-8046*

## MILTON TOWN COUNCIL MEETING

**Monday, June 01, 2020**

### POLICE REPORT FOR THE MONTH OF MAY 2020

TOTAL COMPLAINTS	97
TOTAL CHARGES FOR THE MONTH(criminal + traffic)	38
ADULT ARRESTS	19
JUVENILE ARRESTS	1

### COMPLAINTS

ACCIDENTS	5
CPC	14
DOMESTICS	3
ASSIST OTHERS AGENCIES	16
OTHERS	59
TOTAL COMPLAINTS FOR MONTH	97

### PATROL DATA, DOOR CHECKS, MAN HOURS

VEHICLE PATROL HOURS	486.5
INVESTIGATION / MISC HOURS(AOA,PAPERWORK,ETC)	161.5
FOOT PATROL HOURS	73
TOTAL MAN HOURS	721
PROPRTY DOOR CHECKS	282
TOTAL MILEAGE FOR MONTH	3,575

### CRIMINAL CHARGES



MISDEMEANER	10
Local Fugitives	3
FELONY	6
TOTAL	19

TRAFFIC CHARGES

Various Traffic Violations	9
TOTAL	9

WARNINGS	9
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PERSONNEL AS OF THIS REPORT

0 CHIEF

1 CAPTAIN

0 LIEUTENANT

0 SERGEANTS

0 DETECTIVE / SGT.

0 CORPORALS

2 PATROLMAN FIRST CLASS

2 PATROLMAN

1 RECRUIT/CADET

1 ADM. ASST. TO POLICE DEPT.

*Derrick L. Harvey*

Derrick L. Harvey  
Acting Chief of Police

Date Submitted: 06/07/2020



# MILTON POLICE DEPARTMENT



*Capt. Derrick L. Harvey*

*101 Federal Street • Milton • Delaware • 19968*

*Phone: (302) 684-8547 • Fax: (302) 684-8046*

## **Monthly Highlights**

MAY 2020

- Continued staff daily wellness checks for health and wellness of staff
- Purchased New Fuji Police Bike using grant funding to replace current unit
- Recruit started DSP Academy doing online distant learning due to Covid-19
- Received notification of Funds awarded for Covid-19 response
- Held physical testing for hiring process with social distancing exercised
- Purchased new gun mounts to secure weapons in cabin of vehicle
- Pfc Whitehouse and K-9 Xena recertified with National Police Canine Association.
- Assisted at the municipal parking lot with MJ SWAT weekly free food service



# Town of Milton

115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

Fax: 302-684-8999

1 June 2020

To: Mayor and Town Council

From: Thomas R. Quass

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 5/1/2020 - 5/31/2020

- The Planning and Zoning Commission completed work on revision of Chapter 188 of the Town Code.
- Administratively approved 17 building permits.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answered various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- Attended virtual/electronic meetings of the Planning and Zoning Commission, and Staff Meetings as required.
- Met virtually with clients regarding application processes, and reviewed applications as needed.
- Attended various webinar training sessions for flood plain management, building code revisions, and NOAA hurricane briefings.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.





# Town of Milton

115 Federal Street  
Milton, DE 19968



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Phone: 302-684-4110

Fax: 302-684-8999

To: Mayor and Council

From: Greg Wingo, P.W.S.

Re: May Monthly Report

Date: May 29, 2020

*Greg Wingo*

## Water Department

Daily tasks are as follows: well checks and lab work, meter readings for settlements, maintenance on water meters, locates for water mains and service lines for Miss Utility of Delmarva (locate tickets), inspections of all water equipment in Treatment Plants, Pump Houses and Water Towers. Weekly tasks are as follows: chlorine testing town wide, well depths, flushing program for all dead end water mains and blow offs, valve exercise program on water main street valves, inspection on all water department tools and equipment. Monthly tasks include water sampling town wide, along with special water sampling town wide, ordering of supplies and cleaning buildings. Other tasks are installing new water meters and performing inspections on new meter pits and service lines, fire hydrants, curb valves, curb boxes and water mains. I have been reviewing plans, helping with the development and design of future water infrastructure, working with the town engineers on projects, working with the water committee, meeting with residents, Council members, engineers, developers, Town Manager, working with P.W. Staff with day to day operations and regarding projects for the water system. This month in house training has been on daily water sample testing and form fill outs. All scheduled classes have been canceled until further noticed.

- Hydrant Flushing Program: We've been flushing hydrants as needed to move water around and exercise the fire hydrants. We've flushed



all blow offs and twelve fire hydrants as we are now in our summer months. P.W. has started inspecting hydrants.

- Wagamon's Water Main Ext. Project – Currently, the Town and the Towns Engineers have reviewed the documentation that the Contractor has submitted on January 23, 2020. A request has been sent to the Contractor to get a signed copy of the horizontal and vertical drillings (Contractor said this was not required per contract). The Town has hired an outside locating company to mark out the water line, this has been completed. At this time, I believe it is in the Towns Solicitors hands. No status to report.
- Shipbuilders Treatment Facility – All bids have been turned in and opened. We have been discussing the bids and cost to figure out how we need to move forward with this project. After review of bids and all documents, we found it was best to not except any bids as we will break the construction up into three phases. We have made changes and will put out to bid in June.
- Replacing out Water Meters – We've been replacing and repairing meters as they go bad. This month we've not been able to repair any meters with staffing issues and other tasks needing to be done. This is an ongoing project that will continue.
- Water Leaks – 112 Betts St. has a leak in the crawl space, waiting on plumber, talked with owner and they are having problems getting a plumber, I told them they need to get this fixed asap or the water will need to be turned back off, this is a very small leak at the harp, owner is working on getting the plumber, (this is still an ongoing issue that I have been talking with the property owner on). I will be sending a letter to property owner in June.
- Atlantic Ave and Chestnut St. Water Main Replacement Project: Plans have been completed and sent off to USDA for funding. The plans have been sent to other State organizations for approvals. ODW has approved the plans.
- Atlantic Street Water Main Upgrade – Plans are completed other than working on the area of installation for the upgraded water main. We are trying to find out about a force main that Tidewater says they have



already installed on the South Side in the Right of Way. I have discussed with the Engineers from Tidewater and they have sent me a plan on the proposed force main but have not seen an approved plan. I have discussed with DelDot and they do not show any permits issued for this work. I am still investigating so we can determine on the locating of the new water main install. P.W. has excavated to find the force main in two locations. I have set up a meeting with DelDot to ask if we can install the water main in the roadway now or if we need to move on the other side off the roadway. Had a meeting onsite with DelDot, I will be submitting the plans for a permit and install in the road in June.

### **Street Department**

Street daily, weekly and monthly tasks include cleaning storm drain grates, picking up trash, sweeping the curb line, replacing and repairing signs and post, emptying trash receptacles, cold patching, submitting street light repairs to Delmarva Power and repairing street lights owned by the Town. Below are a few projects P.W. have worked on. This month's in house training has been construction on the roadway safety. All outside classes have been canceled until further noticed. P.W. Staff have started spraying weeds on the roads. Currently, PW has sprayed the complete Town two times.

- New Sign's Town Wide – Public Works is currently working on upgrading signs. This project is moving along good and will be a continuing project.
- Storm Drain Repairs – This past month we've had to clean out three boxes on Shipbuilders BLVD and South Spinnaker Ln. We are currently having to remove leaves, dirt and trash in gutter pans. P.W. cleans all grates at least one time a week and more if needed. P.W. has cleaned the storm grates this month on seven different occasions.
- Nellie Ln/West Shore Dr. – Storm Drain Pipe is spread apart from the Box. This project is scheduled for June. (P.W. Staff did not get to this



project this month) With my staffing issues and work load I have pushed this repair for June.

- Curb Line Clean up – Public Works Staff is currently cleaning up the curb line that consist of trimming back limbs and bushes and also sweeping the curb line picking up dirt. We are trying to focus on the gutter pans to keep them clean, because we do not have a sweeper and it's very difficult to keep up with by using push brooms and shovels.
- Chestnut Crossing – We've had a meeting with the Developer to discuss what's needed and to let him know we will help him through the process and answer all questions. We are waiting on his response. No status update.
- Merriweather Sub-Division – Almost all repairs have been addressed from SCD Punch List. The Developer still needs to address the water services, street lighting and pavement. The Developer is hoping to have everything completed by this summer. Status is the same.
- Sidewalks Town Owned – Public Works staff have been making repairs on all sidewalks. This is a continuing project.
- Sidewalks town wide – I am currently working on the list so mailing can be sent out. At this time I have been directed to hold off on sending letters.
- Magnolia St. Parking Lot – We are working to find funding and move this project forward.
- Front Street Road, Curbing, Drainage & ADA Ramps Project – The Towns Engineer is currently working on the plans for this project. I have marked out with paint where the pipes come out to the river. The Towns Engineer, Mrs. Rogers and myself have discussed options for the drainage. Myself with the Towns Engineer have completed a site visit to look at the areas that I located pipes going to the river. I am currently looking for the plans for the Rain Garden that is on the Banks property so we can review to see if it will be possible to tie in a storm drain at that location.





- Heritage Creek Phase #3 & #4 – We've performed several punch list for both phases for Fernmoor at their request to get ready for dedication over the last few months. The punch list consist of inspecting roads, curbing, sidewalks, signs and street lights. Also, in both phases we have reviewed the street light installation and have met with Fernmoors representative several times as they have been installed outside of the approved plans. Fernmoor is working with Delmarva Power to resolve this issue.

### **Parks Department**

Public Works has been very busy cleaning up all the parks. Daily, weekly and monthly task include picking up trash, checking all electric outlets, breaker boxes, performing playground and equipment inspections, trimming limbs, pulling weeds in flower beds, planting, inspecting plaques and checking pots out. Training for this month was heat exposer, proper clothing and hydration.

- Rails to Trails – This project is moving along good. The grubbing, stone base and timber removal of the bridge has been completed. Contractor is working on grading the path. The trail is roughly 90% completed.
- All Parks – P.W. Staff have been cleaning up all the Town owned parks. Trimming bushes, tree limbs and picking up ground trash.
- Parks – Memorial Park, Mill Park and Union St. and Federal St. weeding has been completed. P.W. is working on Governors Walk and Rails to Trails Phase #1 with pulling weeds and mulching.

Other Jobs; safety meetings, performing maintenance on all town owned buildings, cleaning shop area up, hauling brush, concrete and asphalt out of shop, inspections on sidewalks and making repairs, scheduling repairs of equipment and servicing equipment, cleaning Town Hall and pressure washing Town Hall, etc..



**BEFORE THE TOWN OF MILTON PLANNING AND ZONING COMMISSION**

**IN RE:** )  
**REZONING APPLICATION BY** ) **Tax Parcel Nos. 235-14.19-31.00, 32.00,**  
**PHOENIX RHCS HOLDINGS, LLC** ) **43.00, 39.01, and 42**  
 )  
 )

**ADVISORY REPORT**

Pursuant to a referral from the Milton Town Council under Town Code Section 220-98 via Resolution 2019-020, the Town of Milton Planning and Zoning Commission (“the Commission”) held meetings on the above-captioned application from PHOENIX RHCS HOLDINGS, LLC (“the Applicant”) for a proposed amendment to the Comprehensive Plan and a rezoning from R-1 to C-1 for the above parcels (“the Property”) that total roughly 7.77 acres.

The Property is roughly 7.7 acres of undeveloped farmland zoned R-1 located in the Northwest Quadrant of town on Mulberry Street bounded on the south by Clifton Street and on the north by Willow Street, both single block side streets between Union and Mulberry Streets. A portion of the acreage is in the Town’s Historic District; the entire property is in a Wellhead 2 Protection Area governed by the Town’s Source Water Protection Ordinance.

The immediate neighborhood in which the Property is located is predominantly residential. Mulberry Street, which dissects the quadrant from north to south, is comprised of modest older single-family homes. Shipbuilders Village, an approximately 50-acre housing subdivision (220 residences), adjacent to H. O. Brittingham Elementary School, has its sole entry/exit off of Mulberry Street. Tobin Drive, the single block between Union and Mulberry, is fully developed with 32 town homes. A variety of older residential homes and vacant residential lots are located on the other single block side streets between Union and Mulberry: Orchard; Betts Place; Tinley; Broad and Magnolia. A 3.75-acre parcel of undeveloped land zoned R-1 lies on Mulberry between Willow and Tobin Streets.

At the first meeting held on January 21, 2020, the Commission heard from the Applicant, who made a presentation and provided written materials: "Milton Medical Pavilion Presentation Outline"; "This Project Is Consistent With The Goals And Objectives Of The Town's Comprehensive Plan"; and "The Historic District Regulations Do Not Apply". The Commission also received public comment, none of which was in favor of the application and, at the conclusion of the matter, left the record open for purposes of receiving additional information that included the comments from the Preliminary Land Use Service ("PLUS") review by the Office of State Planning Coordination ("OSPS"), pursuant to 29 Del. C. Chap. 92. At the second meeting, held on March 11, 2020, the Commission heard from the Applicant with respect to the PLUS review letter dated February 19, 2020 (and the Applicant's engineer's responses thereto dated February 27, 2020) and concerns raised by public comments at the prior meeting. In addition, at the March 11, 2020 meeting, the Applicant submitted to the Commission a hard copy of the Applicant's presentation, part of which, referencing a March 10, 2020 letter from Rick Schaffner of Beebe Healthcare ("Beebe"), the Applicant's proposed "anchor" tenant, to Richard Trask, Chair of the Commission, stated, "Beebe will NOT provide its services at another location in the Milton Area should zoning for Milton Medical Pavilion be denied," and a proposed draft Declaration of Covenants and Restrictions.

### **SUMMARY OF APPLICANT'S ARGUMENTS**

The application could allow for the Applicant to develop medical office space consisting of two 2-story buildings, each with a footprint of approximately 20,000 square feet (for an estimated total of 81,176 square feet of office space and 435 parking spaces), for a medical pavilion to include specialty medical, surgical and rehabilitative care providers. The Applicant emphasized the resulting: convenient access to health care, including a walk-in clinic; high quality jobs; and

benefits of a “good neighbor,” including considerable landscaping, additional parking for community and school events, and tax revenue for the Town.

Additionally, the Applicant’s representations included:

- The application’s support from OSPS, including its location in Investment Level 1 of the *Strategies for State Policies and Spending*;
- Little to no overlap with traffic from the school across the street due to different hours, and with the project co-locating its entrance with the new school entrance on Mulberry Street;
- DelDOT’s preliminary conclusions that the sidewalk on Mulberry Street would be widened to 8 feet, that secondary entrance would be relocated to Willow Street, and that no roadway expansion or turning lanes or accel/decel lanes would be required;
- The project’s plans to comply with the Town’s Source Water Protection Ordinance for its location in a Wellhead Protection Zone 2, including not exceeding 50% impervious coverage and to submit in the future an Environmental Assessment Impact Report;
- The voluntarily offered deed restrictions intended allay any misgivings or concerns regarding to rezoning the Property without first seeing the results of a Traffic Impact Study and the Environmental Assessment Impact Report, and with the rezoning allowing a variety of uses;
- The complexity in the decision-making process for locating health services leading to this location and this location alone, with no other location in the Town of Milton being considered;
- The proposed inclusion of a community walking trail;
- The project’s stimulation of economic growth and development of the Town, including construction, long-term job opportunities, visitors supporting other businesses in the

Town, and adding to the Town's tax base while not adding children to the school populations; and

- The project's other benefits to the Town residents, including the needed growth identified in the Comprehensive Plan, the sidewalk and road improvements, expanded natural gas opportunities, and coordination and cooperation with DeIDOT and the Town for a potential Transportation Improvement District.

### **SUMMARY OF PUBLIC COMMENT AND COMMISSION CONCERNS**

The public comment at the January 21, 2020, meeting and the Commission raised issues that included:

- The status of a Traffic Impact Study ("TIS") and meeting(s) with DeIDOT, as the Applicant was requesting the rezone before the TIS had commenced;
- The number of jobs the Applicant believed will be created;
- The size of the construction footprint; and
- The consistency or inconsistency with the Comprehensive Plan, including:
  - o The priority of attracting new business, balanced against the location on a local road across from an elementary school in the residential heart of town;
  - o Placement in an established residentially zoned area in the northwest quadrant;
  - o Placement of a roughly 80,000 sq. ft. medical pavilion with an estimated 435 parking spaces which caters to the larger community and regional need for medical services;
  - o The location of the proposed 80,000 sq. ft. medical pavilion between two commercial zones, the Town Center and Route 16;
  - o Placement of the pavilion and its parking spaces in a Wellhead 2 Protection Area;
  - o Connectivity;

- Whether commercial development of the size proposed is a good fit with the historic district;
- Availability of public services; and
- Inconsistency with how the Comprehensive Plan suggests residentially zoned in-fill lots should be addressed.

### **LEGAL STANDARD**

Title 29, Chapter 92 of the Delaware Code controls the PLUS process.

The legal standard for a zoning decision is codified in 22 *Del. C.* § 303, which provides:

The regulations shall be made in accordance with a comprehensive plan and designed to lessen congestion in the streets, to secure safety from fire, panic and other dangers, to promote health and the general welfare, to provide adequate light and air, to prevent the overcrowding of land, to avoid undue concentration of population, to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements. Such regulations shall be made with reasonable consideration, among other things, as to the character of the district and its peculiar suitability for particular uses and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the municipality.

Town Code § 220-4A then also provides, in pertinent part, that the zoning “chapter and use districts... are made for the purpose of protecting the character of the community in terms of its design, mix of uses, scale, architecture and history, helping implement the Town of Milton Comprehensive Plan and facilitating community economic development in terms of job development, retention and investment.”

Finally, Town Code § 220-4D provides:

- All such zoning regulations and maps shall be enacted for the purposes of:
- (1) Preserving and promoting the health, safety and welfare of the citizens of the Town of Milton.
  - (2) Protecting and preserving the architectural and historic character of Milton's built environment and extending this character as growth occurs within the Town or through annexation.

- (3) Guiding the future growth and development of the Town in accordance with the Town of Milton Comprehensive Plan in a manner which results in positive and beneficial land use relationships among residential, nonresidential and public areas.
- (4) Providing for the orderly growth and development of the Town and its environs in a manner which will protect, conserve and stabilize the value of land, structures and neighborhoods.
- (5) Providing adequate light, air and privacy to building areas and lots, securing safety from fire and other danger and preventing overcrowding of land and undue congestion of population.
- (6) Providing for coordination between the use of land and structures and the street and highway system in order to avoid congestion in the streets and to promote safe and convenient traffic circulation.
- (7) Regulating and coordinating development activities to provide for the adequate provision of public facilities and services.
- (8) Providing for a diversity of housing types in varied living environments.
- (9) Providing open space to protect the archeological, historic, scenic and natural features of the Town, as well as providing recreation spaces for existing and future needs.
- (10) Facilitating the adequate provision of transportation, water, sewerage, schools, parks and other public facilities.
- (11) Preserving farmland and the agricultural land base.
- (12) Providing for the preservation and protection of high tidal and freshwater ponds, lakes, and rivers.

### CONCLUSION

For the reasons stated on the record at the meeting of March 11, 2020, the Commission preliminarily voted 5 to 0 (with 2 members absent) to recommend that the application to amend the Comprehensive Plan and to amend the Town Zoning Map not be approved, with this Advisory Report to follow.

The Commission formally adopts and ratifies the following reasons for the recommendation:

- (1) Mulberry Street is designated as a local road and already services traffic from the schools, and neighboring uses, including all traffic entering or exiting Shipbuilders Village, a 220-home residential development, and the seasonal deluge of traffic from the Bay Bridge heading down Mulberry Street to the beaches. Thus, the application would increase congestion in that area of the Town, rather than



lessening it, especially during the peak travel times shared by the schools and the project.

- (2) Willow Street is a single block Town-maintained street that would become congested as the secondary entrance to the project, and the street's narrowness would pose a challenge to the accessibility for emergency vehicles. Thus, the application poses a greater risk to safety from fire and other dangers. Willow Street will function as a path between Mulberry and Union Streets due to the driveway location and those two streets are for forecast by DelDOT to carry more than 80 percent of the traffic. Willow Street's present design is incapable of serving that volume of traffic, requiring reconstruction and impacts to the current neighborhood.
- (3) While the Commission did not question that the Applicant would try to comply with the Source Water Protection Ordinance, without seeing the Environmental Assessment Impact Report that would be required for new construction with more than 20% impervious cover in a Wellhead 2 Protection Area, the site's more intense use of its location in Wellhead Protection Zone 2 poses a greater risk to the Town's water supply and, thus, the residents' health and the Town's general welfare, rather than facilitating the adequate provision of water.
- (4) The direct proximity to established residences and neighborhoods in this the R-1 District makes the uses available in the C-1 district – including the proposed use - out of character and relates negatively to those residential areas, adversely impacting the general welfare.
- (5) The proposed Declaration of Covenants and Restrictions potentially places Town residents in a position of having to enforce limitations on use stemming from a zoning decision on the application.

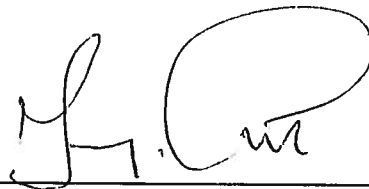


(6) The application is not in accordance with the overall spirit of the Comprehensive Plan,<sup>1</sup> and a change in the character of the area since the Comprehensive Plan's creation and adoption has not been identified that would support reconsideration.

At its meeting on March 17, 2020, the Commission voted \_\_\_\_\_ to approve and accept this Advisory Report.



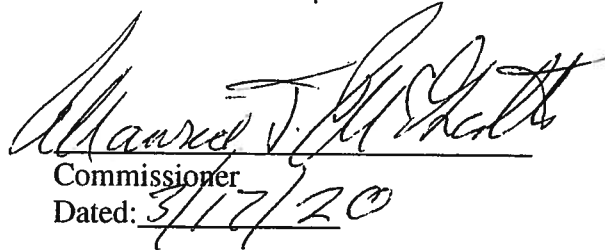
Chair  
Dated: 03/17/2020



Commissioner  
Dated: 03/17/2020



Commissioner  
Dated: 3-17-20



Commissioner  
Dated: 3/17/20



Commissioner  
Dated: 3/17/20

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<sup>1</sup> By way of example, p. 50 notes that the Town should consider an Economic Development Plan with considerations that include "Commercial development should be centered within the Town Center and along SR 16 and R5 corridors," and, on p. 93, "There are also several parcels of undeveloped land ranging in size from 0.5 to approximately 5.5 acres along Mulberry Street in this area, which offers more opportunities for infill-residential development."



# Annexation of Milton Attainable Housing, LLC Properties into the Town of Milton

On December 2, 2019 by Resolution 2019-019, the Mayor and Town Council referred an annexation request to the Special Review Committee to investigate the feasibility of annexing contiguous territory from Milton Attainable Housing, LLC for six parcels located near the southwest corner of Broadkill Road and Country Road. The said parcels identified as follows: 235-14.00-123.00 (24716 Broadkill Road), 235-14.00-123.01 (24700 Broadkill Road), 235-14.16-1.00, 235-14.16-200, 235-14.16-3.00, and 235-14.16-400 totaling approximately 27 acres, and to amend the Zoning Map, Zoning Ordinance and the Comprehensive Plan of the Town of Milton to include said territory in the growth area, as defined by the 2018 Comprehensive Plan of the Town of Milton.

## Advantages to the Town of Milton

1. Increased revenues to the town of Milton through property taxes, water rents, and license fees.
2. Revenues would be received by the Town to provide additional services to the property residents, funds to sustain public works, municipal park and buildings, and economic development.
3. Potential future involvement of residents of the Town.
4. Control the future of the Town's development.
5. Promote Town growth.
6. This community would fall under the Zoning Ordinance of the Town.
7. This community would fall under the Town's other ordinances, including those governing the general welfare of the Town's residents.
8. Demonstration to other areas eligible for annexation for the Town's potential for growth.
9. Current Milton Water System (reference attached report from Town's Public Works Department and committee minutes of January 30, 2020) has the capacity to support the proposed water requirements to the community for consumption and emergency systems.
10. Town's waste water service provider, Tidewater Environmental Services, Inc., has indicated sufficient capacity in its existing system to support the requirements of the community (reference committee minutes of February 6, 2020). Additional capacity would be available when Tidewater's new Waste Water Treatment Plant is completed.
11. Town's emergency services, including Fire, Police, and EMS, have indicated sufficient capacity to support the scope of the community (reference committee minutes of February 13, 2020).

## Disadvantages to the Town of Milton

1. No significant disadvantages to the Town, although there will necessarily be some amount of the Town's employees time dedicated to both the development of the area and then attention to the area following completion.

2. Potential increase in vehicle traffic on Bay Ave and Broadkill Road. Both roads have the capacity to support the increased traffic (reference attached report from Town's Public Works Department and committee minutes of January 30, 2020).

### Advantages to the Proposed Property to be Annexed

1. Free use of Town facilities exclusive to Milton residents.
2. Ability to vote for Town offices and participate on Town Council, Boards, and Committees.
3. Easy availability of vital services, including among others: Police, Fire, EMS, Water, Parks and Recreation, and Public Works to ensure success of the community.
4. This community is ideally located to provide walking access to the many Town services and recreation centers.

### Disadvantages to the Proposed Property to be Annexed

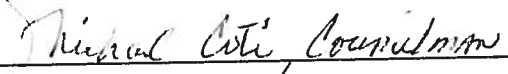
1. A requirement to pay Town taxes, although the current Town taxes are very low in comparison to other municipalities.
2. Milton Attainable Housing, LLC has submitted an alternate solution to "identify creative ways to lessen upfront costs and ongoing carrying costs of construction and operating a large, market rate, rental project within the Town of Milton".

### Findings


1. The advantages to the Town support annexation.
2. The advantages to the property to be annexed outweigh the few disadvantages.
3. Milton Attainable Housing's alternate solution for costs and fees will require negotiations with the Town Council.

### Recommendation

For the reasons stated above and on the record at the Special Review Meetings on March 31, 2020 the Special Review Committee recommends to the Mayor and Town Council to proceed with the proposed annexation.

  
\_\_\_\_\_

Town Councilman Mike Cote

  
\_\_\_\_\_

Town Councilman Emory West

 09/03/2020  
\_\_\_\_\_

Planning and Zoning Chair Richard Trask

Town of Milton  
115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)  
Phone: 302-684-4110  
Fax: 302-684-8999

**2020  
TOWN OF MILTON**

**MAYOR AND TOWN COUNCIL**  
Meetings are the 1<sup>st</sup> Monday of each month at 6:30pm

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
MAYOR	THEODORE J. KANAKOS	APRIL 2022
VICE MAYOR	G. KEVIN KELLY	APRIL 2021
TREAS. & SECRETARY	RICHARD H. BATY	APRIL 2023
MEMBER	MICHAEL COTE	APRIL 2022
MEMBER	CHARLIE FLEETWOOD	APRIL 2021
MEMBER	JAMES "Sam" GARDE	APRIL 2022
MEMBER	RANDI MEREDITH	APRIL 2023

**BOARD OF ADJUSTMENT**

Meetings are the 4<sup>TH</sup> Tuesday of each month at 7pm

<b><u>TITLE</u></b>	<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Member	James Crellin	April 2023
Secretary	Keith Steck	April 2021
Member	Janet Turner	April 2021
Member	Allen Sangree	April 2022
Member	Steve Crawford	April 2022

**PLANNING AND ZONING**

Meetings are the 3<sup>rd</sup> Tuesday of each month at 6:30pm

<b><u>TITLE</u></b>	<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Chair	Richard Trask	April 2023
Member	Lynn Ekelund	April 2022
Secretary	Donald Mazzeo	April 2022
Member	George Cardwell	April 2021
Member	Maurice McGrath	April 2021
Member	Larry Lieberman	April 2022
Member	David Allin	April 2023

**HISTORIC PRESERVATION COMMISSION**

Meetings are the 2<sup>nd</sup> Tuesday of each month at 7pm

<b><u>TITLE</u></b>	<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Chair	Dennis Hughes	April 2020
Member	Diane Hake	April 2021
Member	Lee Revis-Plank	April 2021
Member	Michael Filicko	April 2022
Secretary	Barbara Wagner	April 2022
Member	PD Camenisch	April 2022
Member	David Dutton	April 2023



**BOARD OF APPEALS**

**Member  
Member  
Member**

**Mayor Ted Kanakos  
Councilman Kevin Kelly  
Councilman Charles Fleetwood**

**BOARD OF ELECTIONS**

**Members to be appointed at a later date**

**CHARTER AND ORDINANCE COMMITTEE**

**Members to be appointed at a later date**

**ELECTION OFFICERS**

**Members to be appointed at a later date**

**ECONOMIC DEVELOPMENT COMMITTEE**

**Members to be appointed at a later date**

**EMERGENCY PREPAREDNESS COMMITTEE**

**Chair  
Member  
Member  
Member  
Member  
Member  
Member**

**Emory West  
Chief of Police  
Gregory Wingo, Public Works Supervisor  
Designee of Cape Henlopen School District  
Derrick Harvey, Milton Fire Department  
Kristy Rogers, Town Manager  
Jim Smith, Delmarva Power**

**FINANCE COMMITTEE**

**Chair  
Member  
Member  
Member  
Member**

**Councilman Richard Baty  
Maurice Mcgrath  
Stewart Renard  
Chad Stinar  
Daniel Wellbourn**

**AD-HOC FINANCE COMMITTEE**

<b>Chair</b>	<b>Councilman James Garde</b>
<b>Member</b>	<b>Steve Crawford</b>
<b>Member</b>	<b>John Collier</b>

**PARKS AND RECREATION COMMITTEE\***

<b>Chair</b>	<b>Councilman Charlie Fleetwood</b>
<b>Member</b>	<b>Emory West</b>
<b>Member</b>	<b>Sandra Winterbottom</b>
<b>Member</b>	<b>MaryAnn Donnan</b>
<b>Town Liaison</b>	<b>Public Works Supervisor</b>

**PERSONNEL COMMITTEE**

<b>Chair</b>	<b>Mayor Ted Kanakos</b>
<b>Member</b>	<b>Vice-Mayor Kevin Kelly</b>
<b>Member</b>	<b>Councilman James Garde</b>
<b>Member</b>	<b>Councilwoman Meredith</b>

**SPECIAL REVIEW COMMITTEE**

<b>Member</b>	<b>Councilman Michael Cote</b>
<b>Member</b>	<b>Councilman Emory West</b>
<b>Member</b>	<b>Vice-Mayor G. Kevin Kelly</b>

**STREETS, SIDEWALKS, and PARKS COMMITTEE\***  
**Meetings are the 3<sup>rd</sup> Tuesday of each month at 3:00pm**

<b>Chair</b>	<b>Emory West</b>
<b>Member</b>	<b>Councilman Charles Fleetwood</b>
<b>Member</b>	<b>P.D. Camenisch</b>
<b>Member</b>	<b>Maryann Donnan</b>
<b>Member</b>	<b>Robert Frazier</b>
<b>Member</b>	<b>Joe Lamando</b>
<b>Member</b>	<b>Sandra Winterbottom</b>
<b>Town Liaison</b>	<b>Public Works Supervisor</b>

**SUSTAINABILITY COMMITTEE**

**Members to be appointed at a later date**

**WATER COMMITTEE**

**Meetings are the 2<sup>nd</sup> Wednesday of each month at 2:00pm**

<b>Chair</b>	<b>John “Jack” Bushey</b>
<b>Member</b>	<b>Councilman Sam Garde</b>
<b>Member</b>	<b>P.D. Camenisch</b>
<b>Member</b>	<b>Councilman Michael Cote</b>
<b>Member</b>	<b>Michael Isabell</b>
<b>Member</b>	<b>David Johnson</b>
<b>Town Liaison</b>	<b>Public Works Supervisor</b>

**WATER INFRASTRUCTURE LAND ACQUISITION COMMITTEE**

<b>Chair</b>	<b>Councilman James “Sam” Garde</b>
<b>Member</b>	<b>P.D. Camenisch</b>
<b>Member</b>	<b>Councilman Michael Cote’</b>
<b>Member</b>	<b>John “Jack” Bushey</b>
<b>Member</b>	<b>Michael Isabell</b>
<b>Member</b>	<b>David Johnson</b>
<b>Member/Town Liaison</b>	<b>Public Works Supervisor</b>

\*Parks and Recreation Committee, and Streets and Sidewalks Committee were combined in 2019




Town of Milton  
115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)  
Phone: 302-684-4110  
Fax: 302-684-8999

June 1, 2020

To: Mayor and Town Council  
From: Kristy Rogers, Town Manager   
Re: Six Month Budget Review, Amended Budget including Police Rank Structure and Town Pay Scale

After reviewing revenues and budget transactions for the first six months of the fiscal year, departments are generally operating within the anticipated/budgeted amounts. Overall expenses in the general fund exceed the 50% goal at this point in the fiscal year, and the utility fund marginally exceeds 50%.

Discussion occurred during the FY2020 budget process and many factors justified the need of a property tax increase; that specific discussion was tabled for such time when the six-month budget review would be presented. Basis of a tax increase are: use of reserves for operational expenses, increase in operational expenses over the past several years, deferred capital purchases/projects, and no flexibility for items that arise in the fiscal year. Fiscal year 2015 was the last property tax rate increase; the change in tax rate was \$.216 to \$.24 per \$100 of assessed value (11% increase).

The Consumer Price Index (CPI) changes each year, which gives indication of inflation on costs of goods and services. As a benchmark for annual budgeting, I have referenced year ending in May for CPI percentages:

- 2016 1% increase
- 2017 1.9% increase
- 2018 2.8% increase
- 2019 1.8% increase
- 2020 data set was not available at the time of this writing

Fiscal Year 2020 revenues and operating expenses are both over 50%. There are some expenses (such as town insurance) that are paid in full at the beginning of a fiscal year which skews the overall percentage, same is valid for property tax revenue which is billed primarily in January. However, there are operational needs for the remainder of the fiscal year and budget increases are needed for said expenses.

Budget amendment revisions are presented on the attached spreadsheet. In summary, the amendments are representative of the following categories: projected increase in revenues received (property taxes, franchise fees, sewer impact fees, and rental licenses), Federal Street land purchase, personnel changes, professional fees, subscription for policies, and utility fund repairs and maintenance. Also included is a revised Police Department Rank Structure and Town Pay Scale which incorporates CPI from 2018 and 2019. Both are critical to retain employees and recruit for open positions.

Please let me know of questions. I look forward to discussion.



Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
	<b>GENERAL FUND REVENUES</b>			
01-03-200-4210	Luther Tower In Lieu of Taxes	2,500.00	-	\$ 2,500.00
01-03-200-4600	Property Tax Revenue	1,100,000.00	10,000.00	\$ 1,110,000.00
01-03-200-4605	Tax Interest Revenue	22,000.00	-	\$ 22,000.00
01-03-200-4905	Interest Income	8,000.00	-	\$ 8,000.00
01-03-200-4910	Lien Certificate Revenue	7,000.00	-	\$ 7,000.00
01-03-200-4930	Misc Revenue-Admin - Invoices Only	-	-	\$ -
01-03-200-4932	Returned Check Fees - Property Tax	-	-	\$ -
01-03-200-4945	Transfer Tax Interest Income	1,600.00	-	\$ 1,600.00
01-03-200-4960	Transfer Tax Revenue	255,000.00	-	\$ 255,000.00
01-03-200-4980	Photocopies/Fax	150.00	-	\$ 150.00
01-03-200-4985	Easement Fee	5,000.00	-	\$ 5,000.00
01-03-200-4990	Franchise Fees	68,000.00	27,000.00	\$ 95,000.00
01-03-200-9999	Transfer Tax Reserve - Land purchase		429,000.00	\$ 429,000.00
	Prior Year Surplus	45,000.00	123,000.00	\$ 168,000.00
	<b>ADMINISTRATIVE REVENUES:</b>	<b>1,514,250.00</b>	<b>589,000.00</b>	<b>\$ 2,103,250.00</b>
01-03-250-4520	Grant Receipts - Street Project - MSA	87,000.00		\$ 87,000.00
01-03-250-4525	Grant Receipts - Street Lighting - MSA			\$ -
01-03-250-4530	Grant Receipts - Interest Income - MSA	20.00		\$ 20.00
01-03-250-4935	Misc Revenue - Streets	-		\$ -
	<b>STREET REVENUES:</b>	<b>87,020.00</b>	<b>-</b>	<b>\$ 87,020.00</b>
01-03-300-4520	Grant Receipts - Sussex County	30,000.00		\$ 30,000.00
01-03-300-4540	Grant Receipts - Violent Crimes	20,000.00		\$ 20,000.00
01-03-300-4560	Grant Receipts - EIDE	3,000.00		\$ 3,000.00
01-03-300-4570	Grant Receipts - Highway Safety	10,000.00		\$ 10,000.00
01-03-300-4580	Police Pension Fund	40,000.00		\$ 40,000.00
01-03-300-4610	Grant Receipts - SALLE	3,000.00		\$ 3,000.00
01-03-300-4800	Fines	25,000.00		\$ 25,000.00

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
01-03-300-4820	Police Reports	1,300.00		\$ 1,300.00
01-03-300-4925	Misc. Revenue - Police	-		\$ -
01-03-300-4930	Misc Revenue - Police - Invoices Only	-		\$ -
01-03-300-4931	Sale of Old Cars	-		\$ -
01-03-300-4934	Community Outreach and K9 Donations	1,000.00		\$ 1,000.00
01-03-300-4935	National Night Out Donations			\$ -
	<b>POLICE REVENUES:</b>	<b>133,300.00</b>	<b>-</b>	<b>\$ 133,300.00</b>
01-03-350-4200	Permit Fees - Sewer - Invoiced	22,750.00		\$ 22,750.00
01-03-350-4250	Sewer Impact Fees from Tidewater	52,500.00	10,000.00	\$ 62,500.00
01-03-350-4935	Donations - Concerts	12,000.00		\$ 12,000.00
01-03-350-4940	Tidewater Sewer Acct Maintenance	7,980.00		\$ 7,980.00
01-03-350-4950	Economic Development	-		\$ -
	<b>GENERAL REVENUES:</b>	<b>95,230.00</b>	<b>10,000.00</b>	<b>\$ 105,230.00</b>
01-03-600-4520	Grant Receipts - Parks			\$ -
01-03-600-4940	Park Gazebo Usage Fee	1,000.00		\$ 1,000.00
01-03-600-4965	Boat Dock Rental - P&R	3,500.00		\$ 3,500.00
	<b>PARK REVENUES:</b>	<b>4,500.00</b>	<b>-</b>	<b>\$ 4,500.00</b>
01-03-650-4510	Grant Receipts - Historic Preservation	2,252.00		\$ 2,252.00
01-03-650-4600	Code Violation Fees	7,000.00		\$ 7,000.00
01-03-650-4604	Rental License Receipts	54,000.00	1,500.00	\$ 55,500.00
01-03-650-4605	Business License Receipts	67,500.00		\$ 67,500.00
01-03-650-4607	Building Permit Receipts	160,000.00		\$ 160,000.00
01-03-650-4608	Misc. Fees Collected-Invoices Only	3,000.00		\$ 3,000.00
01-03-650-4610	Professional Fees Collected - Legal	4,000.00		\$ 4,000.00
01-03-650-4612	Professional Fees Collected - Engineer	18,000.00		\$ 18,000.00
01-03-650-4613	Application Fee - Historic Preservation	700.00		\$ 700.00
	<b>CODE REVENUES:</b>	<b>316,452.00</b>	<b>1,500.00</b>	<b>\$ 317,952.00</b>



Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
01-03-999-4999	Refund of Prior Years Expenditures			
	<b>GENERAL FUND Revenue Total</b>	<b>2,150,752.00</b>	<b>600,500.00</b>	<b>\$ 2,751,252.00</b>
	GENERAL FUND EXPENDITURES			
	ADMINISTRATION DEPARTMENT			
01-200-0000	SALARIES & WAGES			
01-200-5000	Salaries	170,100.00		\$ 170,100.00
01-200-5100	Salaries - Council	6,600.00		\$ 6,600.00
01-200-5101	Overtime - Regular			\$ -
01-200-5110	Payroll Taxes - SS	10,550.00		\$ 10,550.00
01-200-5140	Payroll Tax - SS - Council	410.00		\$ 410.00
01-200-5141	Payroll Taxes - Medicare	2,500.00		\$ 2,500.00
01-200-5145	Payroll Tax - Medicare - Council	100.00		\$ 100.00
01-200-5146	Employee Ins Benefits	21,675.00		\$ 21,675.00
01-200-5150	Admin Pension	12,400.00		\$ 12,400.00
01-200-5160	Holiday Bonus - included in #5100			\$ -
01-200-5170	OTHER EXPENSES			\$ -
01-200-5175	Accounting Fees	20,250.00		\$ 20,250.00
01-200-5200	Engineering Fees			\$ -
01-200-5220	Legal Fees	40,000.00		\$ 40,000.00
01-200-5240	Temporary Labor	500.00		\$ 500.00
01-200-5250	Tax Assessment	18,000.00		\$ 18,000.00
01-200-5260	Supplies and Equipment	6,500.00		\$ 6,500.00
01-200-5280	Advertising	1,000.00		\$ 1,000.00
01-200-5300	9-11 Ceremony	150.00		\$ 150.00
01-200-5305	Holiday Expense	1,000.00		\$ 1,000.00
01-200-5310	Holiday Lights	6,500.00		\$ 6,500.00
01-200-5320	Dues & Subscriptions	8,975.00		\$ 8,975.00
01-200-5340	Training & Seminars	9,500.00		\$ 9,500.00
01-200-5345	Meetings	1,500.00		\$ 1,500.00
01-200-5346	Election Expense	1,800.00		\$ 1,800.00
01-200-5350	Town Insurance	40,750.00		\$ 40,750.00
01-200-5400				

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
01-200-5410	Mileage Expense	1,500.00		\$ 1,500.00
01-200-5420	Misc Operating	250.00		\$ 250.00
01-200-5425	Town Manager Expense	500.00		\$ 500.00
01-200-5430	Scanning, Printing & Postage	11,800.00		\$ 11,800.00
01-200-5460	Repairs & Maint - Building	15,000.00		\$ 15,000.00
01-200-5470	Repairs & Maint - Equip	13,000.00		\$ 13,000.00
01-200-5480	Telephone	6,000.00		\$ 6,000.00
01-200-5500	Utilities	5,000.00		\$ 5,000.00
01-200-5510	Heating Fuel	1,000.00		\$ 1,000.00
01-200-5530	Email Hosting Expense	1,100.00		\$ 1,100.00
01-200-5600	Payroll Processing Expense	6,000.00		\$ 6,000.00
01-200-5610	Bank Fees (Transfer Tax processing fees)	3,000.00		\$ 3,000.00
01-200-5700	Occupational Health (Admin/Public Works)	500.00		\$ 500.00
01-200-5800	CAPITAL EXPENDITURES			\$ -
01-200-5802	Cap Exp - Computers	-		\$ -
01-200-5803	Cap Exp - Telephone System	-		\$ -
01-200-5804	Cap Exp - Community Impact Fee Study	-		\$ -
01-200-5805	Cap Exp - Edmunds Software (reclas. to Dues)	-		\$ -
01-200-5806	Cap Exp - Code Book (reclas. to Dues and Printing)	-		\$ -
01-200-5807	Cap Exp - Lobby Renovations	15,000.00		\$ 15,000.00
01-200-5808	Cap Exp - Meeting Equipment	-		\$ -
	<b>ADMINISTRATION EXPENDITURES:</b>	<b>460,410.00</b>	<b>-</b>	<b>\$ 460,410.00</b>
01-250-0000	STREETS DEPARTMENT			
01-250-5000	SALARIES & WAGES			
01-250-5100	Salaries	39,250.00	450.00	\$ 39,700.00
01-250-5110	Overtime - Regular	5,000.00	-	\$ 5,000.00
01-250-5140	Payroll Taxes - SS	2,750.00	25.00	\$ 2,775.00
01-250-5145	Payroll Taxes - Medicare	650.00	-	\$ 650.00
01-250-5150	Employee Insurance Benefits	5,950.00	1,250.00	\$ 7,200.00
01-250-5160	Pension	3,225.00	30.00	\$ 3,255.00
01-250-5175	OTHER EXPENSES			
01-250-5220	Engineering Fees	10,000.00	25,000.00	\$ 35,000.00
01-250-5240	Legal Fees	1,000.00		\$ 1,000.00

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
01-250-5280	Supplies and Equipment	7,500.00		\$ 7,500.00
01-250-5300	Snow Removal	7,500.00		\$ 7,500.00
01-250-5350	Advertising	500.00		\$ 500.00
01-250-5360	Yard Waste Disposal	2,000.00		\$ 2,000.00
01-250-5370	Safety Signage and Supplies	-		\$ -
01-250-5390	Gasoline	2,000.00		\$ 2,000.00
01-250-5400	Insurance	6,100.00		\$ 6,100.00
01-250-5410	Day Labor Meals	1,800.00		\$ 1,800.00
01-250-5420	Misc Operating	-		\$ -
01-250-5450	Equipment Rental	1,000.00		\$ 1,000.00
01-250-5470	Repairs & Maint - Equip	1,500.00		\$ 1,500.00
01-250-5500	Street Lights (Previously accts 250-6115 and 350-5500)	120,000.00		\$ 120,000.00
01-250-5800	CAPITAL EXPENDITURE	-		\$ -
01-250-5801	Cap Exp - Street Repairs	5,000.00		\$ 5,000.00
01-250-5802	Cap Exp - Plow Attachment	-		\$ -
01-250-5805	Cap Exp - Street Signs (On-going replacement)	2,500.00		\$ 2,500.00
01-250-5808	Cap Exp - Street Paving	-		\$ -
01-250-5809	Cap Exp - Sidewalk Repairs/ADA Ramps/ Crosswalks	30,000.00		\$ 30,000.00
01-250-5803	Cap Exp - Bobcat Sweeper Attachment	4,500.00		\$ 4,500.00
01-250-6000	GRANT EXPENSES - MSA	-		\$ -
01-250-6110	Street Paving - MSA	87,000.00		\$ 87,000.00
01-250-6115	Street Lighting - MSA	-		\$ -
	<b>STREET EXPENDITURES:</b>	<b>346,725.00</b>	<b>26,755.00</b>	<b>\$ 373,480.00</b>
01-300-0000	POLICE DEPARTMENT			
01-300-5000	SALARIES & WAGES			
01-300-5100	Salaries	473,250.00	93,850.00	\$ 567,100.00
01-300-5110	Overtime - Regular	10,000.00		\$ 10,000.00
01-300-5111	Overtime - Special Enforcement	-		\$ -
01-300-5112	Overtime - Holiday	15,000.00		\$ 15,000.00
01-300-5120	Police Reimbursable Salaries	23,000.00		\$ 23,000.00
01-300-5140	Payroll Taxes - SS	32,325.00	3,375.00	\$ 35,700.00
01-300-5145	Payroll Taxes - Medicare	7,600.00	800.00	\$ 8,400.00
01-300-5150	Employee Ins Benefits	63,850.00		\$ 63,850.00

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
01-300-5160	Police Pension	76,250.00	8,900.00	\$ 85,150.00
01-300-5175	OTHER EXPENSES			\$ -
01-300-5180	Training & Seminars	7,000.00		\$ 7,000.00
01-300-5185	Academy/Recruit Expenses	3,500.00		\$ 3,500.00
01-300-5240	Legal Fees	3,000.00	27,000.00	\$ 30,000.00
01-300-5280	Supplies and Equipment	5,400.00		\$ 5,400.00
01-300-5285	Night Out Supplies	3,000.00		\$ 3,000.00
01-300-5290	Community Outreach	2,000.00		\$ 2,000.00
01-300-5300	Advertisement Expense	400.00	1,000.00	\$ 1,400.00
01-300-5340	Dues & Subscriptions	5,000.00	5,000.00	\$ 10,000.00
01-300-5345	Uniform Cleaning	1,000.00		\$ 1,000.00
01-300-5370	Meals for Prisoners	50.00		\$ 50.00
01-300-5380	Fuel Oil - Generator	200.00		\$ 200.00
01-300-5390	Gasoline Usage	20,000.00		\$ 20,000.00
01-300-5400	Insurance	67,725.00		\$ 67,725.00
01-300-5420	Misc Operating	350.00	650.00	\$ 1,000.00
01-300-5425	DUI Blood Draws	500.00		\$ 500.00
01-300-5430	Printing & Postage	985.00		\$ 985.00
01-300-5450	Repairs & Maint - Auto	20,000.00		\$ 20,000.00
01-300-5460	Repairs & Maint - Bldg	7,365.00		\$ 7,365.00
01-300-5470	Repairs & Maint - Equip	11,750.00		\$ 11,750.00
01-300-5480	Telephone	8,475.00		\$ 8,475.00
01-300-5490	Uniforms	6,000.00		\$ 6,000.00
01-300-5500	Utilities	9,000.00		\$ 9,000.00
01-300-5535	Police K-9	2,500.00		\$ 2,500.00
01-300-5700	Occupational Health/Physical Fitness	6,000.00		\$ 6,000.00
01-300-5800	POLICE CAPITAL EXPENDITURE			\$ -
01-300-5801	Cap Exp - New Patrol Vehicle (USDA Match, if received)	5,000.00		\$ 5,000.00
01-300-6000	GRANT EXPENSES - SUSSEX COUNTY			\$ -
01-300-6110	Patrol Vehicle - Sussex County	30,000.00		\$ 30,000.00
01-300-8000	GRANT EXPENSES - SALLE			\$ -
01-300-8110	Supplies - SALLE	3,000.00		\$ 3,000.00
01-300-8120	Vehicle Enhancement - SALLE			\$ -
01-300-9000	GRANT EXPENSES - VIOLENT CRIMES			\$ -
01-300-9110	Equipment - Violent Crime	5,000.00		\$ 5,000.00

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
<b>POLICE EXPENDITURES:</b>				
		<b>935,475.00</b>	<b>140,575.00</b>	<b>\$ 1,076,050.00</b>
01-350-0000	GENERAL DEPARTMENT			
01-350-5175	OTHER EXPENSES			
01-350-5370	Council Approved Donation	12,000.00		\$ 12,000.00
01-350-5500	Utilities - Street Lights (reported in Street Department)			\$ -
01-350-5600	Concerts in the Park	12,000.00		\$ 12,000.00
01-350-5610	Economic Development	2,350.00		\$ 2,350.00
01-350-5620	Sustainability Expenses	500.00		\$ 500.00
01-350-5750	Cap Exp - Land Purchase		429,000.00	\$ 429,000.00
<b>GENERAL EXPENDITURES:</b>				
		<b>26,850.00</b>	<b>429,000.00</b>	<b>\$ 455,850.00</b>
01-600-0000	PARKS DEPARTMENT			
01-600-5000	SALARIES & WAGES			
01-600-5100	Regular Salary - Parks			
01-600-5110	Overtime - Regular	33,825.00	450.00	\$ 34,275.00
01-600-5140	Payroll Taxes - SS			\$ -
01-600-5145	Payroll Taxes - Medicare	1,800.00	25.00	\$ 1,825.00
01-600-5150	Employee Insurance Benefits	425.00	5.00	\$ 430.00
01-600-5160	Pension	4,900.00	1,300.00	\$ 6,200.00
01-600-5175	OTHER EXPENSES	2,115.00	25.00	\$ 2,140.00
01-600-5180	Training			\$ -
01-600-5280	Supplies and Equipment	250.00		\$ 250.00
01-600-5300	Park Plantings	18,000.00		\$ 18,000.00
01-600-5370	Day Labor Meals	1,500.00		\$ 1,500.00
01-600-5390	Gasoline	1,800.00		\$ 1,800.00
01-600-5400	Insurance	2,000.00		\$ 2,000.00
01-600-5420	Misc Operating Exp - P&R	5,500.00		\$ 5,500.00
01-600-5470	Repairs & Maint - Equip			\$ -
01-600-5500	Utilities - P&R	4,000.00		\$ 4,000.00
01-600-5801	Cap Exp - Bollards	2,400.00		\$ 2,400.00
01-600-5802	Cap Exp - Lighting Installation, Memorial Park			\$ -
01-600-5803	Cap Exp - Kubota Lawn Mower	15,000.00		\$ 15,000.00
		17,000.00		\$ 17,000.00

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
	<b>PARK EXPENDITURES:</b>	<b>110,515.00</b>	<b>1,805.00</b>	<b>\$ 112,320.00</b>
01-650-0000	CODE DEPARTMENT			
01-650-5000	SALARIES & WAGES			
01-650-5100	Salaries Expense	125,700.00	50.00	\$ 125,750.00
01-650-5140	Payroll Taxes - SS	7,525.00	-	\$ 7,525.00
01-650-5145	Payroll Taxes - Medicare	1,775.00	-	\$ 1,775.00
01-650-5150	Employee Ins Benefits	14,900.00	315.00	\$ 15,215.00
01-650-5160	Pension	7,200.00	1,650.00	\$ 8,850.00
01-650-5175	OTHER EXPENSES			\$ -
01-650-5180	Training & Seminars	2,000.00		\$ 2,000.00
01-650-5200	Code Violation Expenses	1,500.00		\$ 1,500.00
01-650-5205	Demolition Expenditures	7,500.00		\$ 7,500.00
01-650-5220	Engineering Fees	40,000.00		\$ 40,000.00
01-650-5225	Bldg. Plan Review/Inspection Fees	16,000.00		\$ 16,000.00
01-650-5230	Bldg Inspections - Prior Year Projects	10,000.00		\$ 10,000.00
01-650-5240	Legal Fees	12,900.00		\$ 12,900.00
01-650-5280	Supplies and Equipment	1,000.00		\$ 1,000.00
01-650-5300	Advertising Expense	1,200.00		\$ 1,200.00
01-650-5340	Dues & Subscriptions	200.00		\$ 200.00
01-650-5345	Code Software License	2,700.00		\$ 2,700.00
01-650-5390	Gas & Oil	600.00		\$ 600.00
01-650-5400	Insurance	3,900.00		\$ 3,900.00
01-650-5430	Scanning, Printing & Postage	3,000.00		\$ 3,000.00
01-650-5450	Repairs & Maint - Auto	1,000.00		\$ 1,000.00
01-650-5470	Repair & Maintenance: Equip	1,000.00		\$ 1,000.00
01-650-5480	Telephone	250.00	250.00	\$ 500.00
01-650-5490	Uniforms	400.00		\$ 400.00
01-650-5800	CODE CAPITAL EXPENDITURE			\$ -
01-650-5802	Cap Exp - Wide-format Scanner/Copier (50% shared cost)	3,500.00	300.00	\$ 3,800.00
01-650-5801	Cap Exp - Historic Preservation Grant Match	4,415.00		\$ 4,415.00
	<b>CODE EXPENDITURES:</b>	<b>270,165.00</b>	<b>2,565.00</b>	<b>\$ 272,730.00</b>

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
	<b>GENERAL FUND Expenditure Total</b>	<b>2,150,140.00</b>	<b>600,700.00</b>	<b>\$ 2,750,840.00</b>
	<b>Budget Surplus:</b>	<b>612.00</b>		<b>\$ 412.00</b>
	PROPRIETARY FUND REVENUES			
20-03-000-4930	NSF Revenue - Utilities			
20-03-000-4950	Interest Penalty	8,000.00		\$ 8,000.00
20-03-350-4600	Trash Collection Fees	324,800.00		\$ 324,800.00
20-03-450-4520	DWSRF Loan Withdrawals			\$ -
20-03-450-4525	Debt Service Fees - 2018 Water System Improvements	56,000.00		\$ 56,000.00
20-03-450-4550	Water Discrepancy Request			\$ -
20-03-450-4600	Rents - Water	610,000.00		\$ 610,000.00
20-03-450-4610	Tapping Fees - Water	17,500.00		\$ 17,500.00
20-03-450-4620	Sale of Meters	40,000.00		\$ 40,000.00
20-03-450-4630	Impact Fees - Water	70,000.00		\$ 70,000.00
20-03-450-4640	Re-Connect/Disconnect Fees - Water	10,000.00		\$ 10,000.00
20-03-450-4650	Inspection Fees - Water	6,000.00		\$ 6,000.00
20-03-450-4905	Interest Income	550.00		\$ 550.00
20-03-450-4925	Misc Water Revenue - Invoices Only			\$ -
20-03-450-4930	Misc Revenue - Water			\$ -
20-03-450-5000	Prior Year Surplus			\$ -
20-03-450-6000	Prior Year Water Impact Fee Surplus			\$ -
20-03-999-4999	Refund of Prior Years Expenditures			\$ -
	<b>UTILITY FUND Revenue Total</b>	<b>1,142,850.00</b>		<b>\$ 1,142,850.00</b>
20-000-0000	PROPRIETARY FUND EXPENDITURES			
20-350-5000	TRASH			
20-350-5410	Trash Disposal Service	301,000.00		\$ 301,000.00
20-450-0000	WATER DEPARTMENT			\$ -
20-450-5000	SALARIES & WAGES			\$ -
20-450-5100	Salaries - Water	225,000.00	1,500.00	\$ 226,500.00
20-450-5110	Overtime - Regular	7,000.00	-	\$ 7,000.00

Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
20-450-5140	Payroll Taxes - SS	14,400.00	100.00	\$ 14,500.00
20-450-5145	Payroll Taxes - Medicare	3,375.00	25.00	\$ 3,400.00
20-450-5150	Employee Ins Benefits	37,400.00	4,100.00	\$ 41,500.00
20-450-5160	Pension	16,900.00	100.00	\$ 17,000.00
20-450-5175	OTHER EXPENSES			\$ -
20-450-5180	Training & Seminars	1,000.00		\$ 1,000.00
20-450-5220	Water Engineering	50,000.00		\$ 50,000.00
20-450-5240	Legal Fees	3,000.00		\$ 3,000.00
20-450-5275	Chlorine/Fluoride Supplies	16,000.00		\$ 16,000.00
20-450-5280	Supplies and equipment	17,000.00	3,000.00	\$ 20,000.00
20-450-5285	Supplies - Pits/Meters/Lid	36,000.00		\$ 36,000.00
20-450-5290	Water Tests	2,000.00		\$ 2,000.00
20-450-5300	Advertisement Expense - Water	1,000.00		\$ 1,000.00
20-450-5340	Dues and Subscriptions (reclas. from 450-5350 and 5808)	7,075.00		\$ 7,075.00
20-450-5350	License & Permit Fees (reclassified portion to Dues)	600.00		\$ 600.00
20-450-5360	Equipment Rental	5,000.00		\$ 5,000.00
20-450-5380	Gas & Oil - Water	9,000.00		\$ 9,000.00
20-450-5400	Town Insurance	18,700.00		\$ 18,700.00
20-450-5420	Misc Operating	-		\$ -
20-450-5430	Scanning, Printing & Postage	7,500.00		\$ 7,500.00
20-450-5440	Propane	7,000.00		\$ 7,000.00
20-450-5450	Repair & Maint - Water Tower	32,600.00		\$ 32,600.00
20-450-5455	Repairs & Maint - Auto	9,000.00	10,000.00	\$ 19,000.00
20-450-5460	Repairs & Maint - Building	3,000.00		\$ 3,000.00
20-450-5465	Repairs & Maint - Hydrants (incl. cost of Extensions)	15,000.00		\$ 15,000.00
20-450-5470	Repairs & Maint - Equip	7,000.00	2,000.00	\$ 9,000.00
20-450-5475	Repairs & Maint - Water Mains	15,000.00		\$ 15,000.00
20-450-5476	Repairs & Maint - Wells	10,000.00		\$ 10,000.00
20-450-5477	Repairs & Maint - Meters	5,000.00		\$ 5,000.00
20-450-5480	Telephone - Water	4,400.00		\$ 4,400.00
20-450-5490	Uniform Expense	4,500.00		\$ 4,500.00
20-450-5500	Utilities	25,000.00		\$ 25,000.00
20-450-5515	DWSRF Loan Expenses (2018)	56,000.00		\$ 56,000.00
20-450-5520	SRF Loan Expenses (2006)	48,615.00		\$ 48,615.00
20-450-5530	Water Tap Expense	5,000.00		\$ 5,000.00



Town of Milton  
Fiscal Year 2020 Budget  
Six-Month Budget Amendment

Account Id	Account Description	FY20 Adopted	Six-Month Adjustment	Amended FY20 Budget
20-450-5800	CAPITAL EXPENDITURES - WATER			\$ -
20-450-5801	Cap Exp - Wide-format Scanner/Copier (50% shared cost)	3,500.00	300.00	\$ 3,800.00
20-450-5803	Cap Exp - Ford F250 Truck	-		\$ -
20-450-5808	Cap Exp - Edmunds Software (reclassified to Dues)	-		\$ -
20-450-5815	Cap Exp - Water Meter Test Bench			\$ -
20-450-5816	Cap Exp - Atl'c/Chestnut St Water Plann			\$ -
20-450-5817	Cap Exp - Shipbuilders Well & Treatment			\$ -
20-450-5818	Cap Exp - Wagamons Water Main Extension			\$ -
	<b>UTILITY FUND Expenditure Total</b>	<b>1,029,565.00</b>	<b>21,125.00</b>	<b>\$ 1,050,690.00</b>
	Net Surplus:	113,285.00		\$ 92,160.00
	Water Impact Fees (due to capital projects not ready for construction)	(70,000.00)		\$ (70,000.00)
	<b>Budget Surplus:</b>	<b>43,285.00</b>		<b>\$ 22,160.00</b>



**Town of Milton**

115 Federal Street  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

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**RESOLUTION NO. 2020-007**

**TO ESTABLISH THE TIME AND PLACE FOR A PUBLIC HEARING ON A  
PROPOSED AMENDMENT TO THE ZONING CODE.**

**WHEREAS**, the Charter of the Town of Milton vests power in the Mayor and Town Council to provide for and preserve the health, peace, safety, cleanliness, ornament, good order and public welfare of the Town and its inhabitants; and

**WHEREAS**, the Mayor and Town Council have the power to zone or district the Town and make particular provisions for particular zones or districts with regard to structures, buildings, or building material, and generally to exercise all powers and authorities vested in the legislative body of cities and incorporated towns under and by virtue of Chapter 3, Title 22 of the Delaware Code; and

**WHEREAS**, the Mayor and Town Council of the Town of Milton has previously found it necessary for the aforementioned purposes to enact a zoning ordinance, codified as Chapter 220 of the Town Code; and

**WHEREAS**, pursuant to Chapter 220, the Town Council of the Mayor and Town of Milton may, from time to time, on its own motion or on petition or upon recommendation by the Planning and Zoning Commission, amend, supplement or change the boundaries of the districts or the zoning regulations after public notice and hearing;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of Milton as follows:

1. A public hearing on a proposed Zoning Code amendment regarding **Chapter 220 of the Town Code, entitled "Zoning," regarding the Mixed-Use Residential and Commercial (MURC) District** shall be held at **6:30 pm on July 6, 2020 at Grace Church Hall, Milton, Delaware**. All interested persons wishing to be heard shall be given an opportunity to express their views. Their testimony shall be considered in evidence by the Council.
2. Notice of such hearing shall be published as required by Town Code.

3. The aforementioned proposed zoning amendment is hereby referred to the Planning and Zoning Commission for an advisory report pursuant to Milton Town Code Section 220-99.

**I, THE UNDERSIGNED**, Mayor of the Town Council of the Town of Milton do hereby certify that the above resolution was passed at the meeting of the Town Council, duly called and convened, held on the 15th day of June 2020, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

**BY:** \_\_\_\_\_  
**MAYOR**

**DATE:** \_\_\_\_\_

**Town of Milton**

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**RESOLUTION NO. 2020-008**

**TO ESTABLISH THE TIME AND PLACE FOR A PUBLIC HEARING ON A  
PROPOSED AMENDMENT TO THE ZONING CODE.**

**WHEREAS**, the Charter of the Town of Milton vests power in the Mayor and Town Council to provide for and preserve the health, peace, safety, cleanliness, ornament, good order and public welfare of the Town and its inhabitants; and

**WHEREAS**, the Mayor and Town Council have the power to zone or district the Town and make particular provisions for particular zones or districts with regard to structures, buildings, or building material, and generally to exercise all powers and authorities vested in the legislative body of cities and incorporated towns under and by virtue of Chapter 3, Title 22 of the Delaware Code; and

**WHEREAS**, the Mayor and Town Council of the Town of Milton has previously found it necessary for the aforementioned purposes to enact a zoning ordinance, codified as Chapter 220 of the Town Code; and

**WHEREAS**, pursuant to Chapter 220, the Town Council of the Mayor and Town of Milton may, from time to time, on its own motion or on petition or upon recommendation by the Planning and Zoning Commission, amend, supplement or change the boundaries of the districts or the zoning regulations after public notice and hearing;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of Milton as follows:

1. A public hearing on a proposed Zoning Code amendment regarding **Chapter 220 of the Town Code, entitled "Zoning,"** regarding the **Limited Light Industrial Use (LLI) District** shall be held at **6:30 pm on July 6, 2020 at Grace Church Hall, Milton, Delaware.** All interested persons wishing to be heard shall be given an opportunity to express their views. Their testimony shall be considered in evidence by the Council.
2. Notice of such hearing shall be published as required by Town Code.
3. The aforementioned proposed zoning amendment is hereby referred to the Planning and Zoning Commission for an advisory report pursuant to Milton Town Code Section 220-99.

**I, THE UNDERSIGNED,** Mayor of the Town Council of the Town of Milton do hereby certify that the above resolution was passed at the meeting of the Town Council, duly called and convened, held on the 15<sup>th</sup> day of June 2020, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

**BY:** \_\_\_\_\_  
**MAYOR**

**DATE:** \_\_\_\_\_

# Town of Milton

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## RESOLUTION NO. 2020-009

### TO RESCHEDULE THE TIME AND PLACE FOR A PUBLIC HEARING ON A PROPOSED AMENDMENT TO THE ZONING CODE.

**WHEREAS**, the Charter of the Town of Milton vests power in the Mayor and Town Council to provide for and preserve the health, peace, safety, cleanliness, ornament, good order and public welfare of the Town and its inhabitants; and

**WHEREAS**, the Mayor and Town Council have the power to zone or district the Town and make particular provisions for particular zones or districts with regard to structures, buildings, or building material, and generally to exercise all powers and authorities vested in the legislative body of cities and incorporated towns under and by virtue of Chapter 3, Title 22 of the Delaware Code; and

**WHEREAS**, the Mayor and Town Council of the Town of Milton has previously found it necessary for the aforementioned purposes to enact a zoning ordinance, codified as Chapter 220 of the Town Code; and

**WHEREAS**, pursuant to Chapter 220, the Town Council of the Mayor and Town of Milton may, from time to time, on its own motion or on petition or upon recommendation by the Planning and Zoning Commission, amend, supplement or change the boundaries of the districts or the zoning regulations after public notice and hearing;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of Milton as follows:

1. A public hearing on a proposed Zoning Code amendment regarding **Chapter 220 of the Town Code, entitled "an ordinance to amend chapter 220 of the town code, entitled "Zoning," regarding The Marine Resources Use District (M-R)**, shall be held at **6:30 pm on July 6, 2020 at Grace Church Hall, Milton, Delaware**. All interested persons wishing to be heard shall be given an opportunity to express their views. Their testimony shall be considered in evidence by the Council.
2. Notice of such hearing shall be published as required by Town Code.
3. The aforementioned proposed zoning amendment is hereby referred to the Planning and Zoning Commission for an advisory report pursuant to Milton Town Code Section 220-99.

I, **THE UNDERSIGNED**, Mayor of the Town Council of the Town of Milton do hereby certify that the above resolution was passed at the meeting of the Town Council, duly called and convened, held on the 15<sup>th</sup> day of June 2020, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

**BY:** \_\_\_\_\_  
**MAYOR**

**DATE:** \_\_\_\_\_



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**RESOLUTION 2020-010**

**TO RESCHEDULE A TIME AND PLACE FOR A PUBLIC HEARING ON THE APPLICATION OF PHOENIX RHCS HOLDINGS, LLC FOR REZONING OF five parcels addressed as 423 Mulberry Street, 415 Mulberry Street, 413 Mulberry Street, 402 Reed Street, and 401 Reed Street, further identified as tax/map/parcels 235-14.19-31.00, 235-14.19-32.00, 235-14.19-43.00, 235-14.19-39.01, and 235-14.19-42.00; AND FOR THE PROPOSED AMENDMENT TO THE TOWN COMPREHENSIVE PLAN FOR THE SAME PARCELS**

**WHEREAS**, the Mayor and Town Council of the Town of Milton, Delaware (“Town”), may, from time to time, amend by ordinance the boundaries of the Town’s zoning districts, pursuant to Section 220, Article XIV of the Town Code; and

**WHEREAS**, the Town Code provides that any proposed amendment be referred to the Planning and Zoning Commission for an advisory report prior to the public hearing before the Mayor and Town Council; and

**WHEREAS**, the Town Code requires the Mayor and Town Council to fix by resolution the time and place of the public hearing and cause notice to be given via: publication not less than 15 days prior to the date of the hearing; written notice to any required municipal, county, state, or federal agency in a manner prescribed by law; and certified mail, return receipt requested, to all owners within 200 feet of the boundaries of the subject property at least 10 days prior to the public hearing; and

**WHEREAS**, the Town has received an application from Phoenix RHCS Holdings LLC for the rezoning of five parcels addressed as 423 Mulberry Street, 415 Mulberry Street, 413 Mulberry Street, 402 Reed Street, and 401 Reed Street, further identified as tax/map/parcels 235-14.19-31.00, 235-14.19-32.00, 235-14.19-43.00, 235-14.19-39.01, and 235-14.19-42.00, which also requires an amendment to the Town Comprehensive Plan for the same parcels; and

**WHEREAS**, the Mayor and Town Council referred the application to the Planning and Zoning Commission on the 6<sup>th</sup> day of January 2020;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Milton shall hold a public hearing at 6:30 p.m. on July 8, 2020 in the Grace Church Hall, located at 512 Union Street, Milton, Delaware, on the application for a rezoning of five parcels addressed as 423 Mulberry Street, 415 Mulberry Street, 413 Mulberry Street,

402 Reed Street, and 401 Reed Street, further identified as tax/map/parcels 235-14.19-31.00, 235-14.19-32.00, 235-14.19-43.00, 235-14.19-39.01, and 235-14.19-42.00, and on a proposed amendment to the Town Comprehensive Plan for the same parcels.

**BE IT FURTHER RESOLVED** that the Town of Milton shall cause notice to be given in accordance with Milton Town Code Section 220-101 and Title 22 of the Delaware Code.

**BE IT FURTHER RESOLVED** that any advisory report by the Planning and Zoning Commission, including its recommendations and a full state of the reasons therefor, shall be provided in writing to the Town Council and the Code Enforcement Officer, prior to the public hearing on the aforementioned date.

**I, THE UNDERSIGNED**, Theodore J. Kanakos, Mayor of the Town of Milton, do hereby certify that the above resolution was passed at the meeting of the Town Council, duly called and convened, held on the 15<sup>th</sup> day of June, 2020, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

**BY:** \_\_\_\_\_  
**MAYOR**

**DATE:** \_\_\_\_\_

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**ORDINANCE NO. 2020-001**

**AN ORDINANCE TO AMEND CHAPTER 85 OF THE TOWN CODE, ENTITLED  
"BUILDING CONSTRUCTION," RELATED TO BUILDING CONSTRUCTION PERMITS.**

**WHEREAS**, the Charter of the Town of Milton vests power in the Mayor and Town Council to provide for and preserve the health, peace, safety, cleanliness, ornament, good order and public welfare of the Town and its inhabitants; and

**WHEREAS**, the Mayor and Town Council of the Town of Milton have previously enacted an ordinance governing building construction, codified as Chapter 85 of the Town Code; and

**WHEREAS**, the Mayor and Town Council held an open meeting on the 15th day of June, 2020, to consider amendments to Chapter 85;

**NOW THEREFORE, BE IT ENACTED AND ORDAINED**, by the Town Council of the Town of Milton:

Section 1. Amend § 85-15 of the Town Code, with additions shown by underline and deletions shown by strikethrough as follows:

§ 85-15. Numbering of property.

A. The ~~Code Enforcement Officer~~ Project Coordinator shall assign a street number or letter to every lot in the Town.

B. The owner of every property, immediately after having ~~the a~~ number or letter of ~~his~~ the property duly assigned by the Town, shall procure and place such number or letter of not less than three inches in height and shall place such number or letter in a conspicuous place near the main entrance of the ~~property structure~~ property structure in order that such number shall be visible from the street on which the property fronts or faces.

Section 2. This Ordinance shall take effect immediately and prospectively. It shall have no effect on the need for compliance with any previously issued building permit.

I, **THEODORE J. KANAKOS**, Mayor of the Town of Milton, hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Town Council of the Town of Milton at its meeting held on the **15th day of June, 2020**, at which a quorum was present and voting throughout and that the same is still in full force and effect.

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**MAYOR**

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